

EXHIBIT E

Record Retention Schedule



Business Function: 01 Controls and Oversight **Description :** Used to ensure that the operations and programs of the organization and its external business partners comply with applicable laws and regulations and prevent waste, fraud, and abuse.

Business Task: 002 Program Evaluation **Description :** Supports the analysis of internal and external program effectiveness and the determination of corrective actions as appropriate. The impact levels should be commensurate with the impact levels of the program that is being evaluated.

Info Class Label: Internal

Record Class Details:

Info Class Code 01002 - ACC210 **Record Class Name** Government Compliance

Official Retention Period ACT+6

Record Description Records required to comply with U. S. laws related to government contractors. Includes work papers for preparation of incurred cost proposals (Overhead Rates).

Record Type Examples	Override Info Class Label
Material Management Accounting System Self Audits	
Termination Claims	
Proposals	
Defense Contract Audit Agency Audit Reports	
Agreements	
Incurred Cost Proposals	
Negotiated Overhead Rates	
User Agency Security Inspection Results	
Forward Pricing Rate	
Disclosure Statements	

Record Class Details:

Info Class Code 01002 - AUD110 **Record Class Name** External Financial Audits

Official Retention Period 10

Record Description Records related to the external financial audit of Honeywell and its business units. Includes work papers, audit reports and related response materials.

Record Type Examples	Override Info Class Label
Department of Commerce Reports	
*Audit Work papers (External Financial Audits)	
License Royalty Audits	
Preliminary Audit Reports (External Financial Audits)	
Federal Reserve Bank Reports	
Final Audit Reports (External Financial Audits)	
Management Response (External Financial Audits)	

Business Task: 003 Program Monitoring **Description :** Supports the data-gathering activities required to determine the effectiveness of internal and external programs and the extent to which they comply with applicable laws, regulations, and policies. The impact levels should be commensurate with the impact levels of the programs that are being monitored.

Info Class Label: Internal

Record Class Details:

Info Class Code 01003 - AUD200 **Record Class Name** Product Compliance

Official Retention Period 6

Record Description Records related to product compliance efforts/reporting as required by government agencies - the Environmental Protection Agency (EPA), North American Free Trade Agreement (NAFTA), the Federal Aeronautics Administration (FAA), the Food and Drug Administration (FDA) and similar global agencies. Includes reporting requirements related to the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), the Toxic Substances Control Act (TSCA) and other new chemical introduction regulations globally.

Record Retention Schedule



Record Type Examples	Override Info Class Label
FAA Certificates of Origin	
NAFTA Certificates of Origin	
TSCA - LVE's (Low Volume Exceptions)	
TSCA - Section 13 (Import)	
FIRRA Reporting	
TSCA - Consent Orders (Per Section 5)	
FDA Reporting	
TSCA - Section 8(d) Lists	
Chemical Diversion & Trafficking Act (Drug Enforcement Administration's DEA)	
TSCA - PMN's (Premanufacture Notification)	
TSCA - Polymer Exception	
TSCA - TME's (Test Market Exemptions)	
TSCA - Section 8(c) and 8(e) Reports	
Chemical Weapons Convention (Dept. of Commerce)	
Buy America Act Certificates of Origin	
TSCA - Section 8(a) and 8(b) Submittals	
TSCA - Section 12 (Export)	
Trade Agreement Act Certificates of Origin	
Berry Amendment Certificates of Origin	
TSCA - SNUR's (Significant New Use Rules)	

Record Retention Schedule



Business Function: 02 Compliance Development and Enforcement

Description : Supports activities associated with providing input to the compliance process in developing policies, standards, and procedures to implement the organizational compliance framework. Once compliance mechanisms have been developed, enforcement involves the direct monitoring and oversight of a specific individual, group, industry, or

Business Task: 004 Policies, Standards, Procedures Publications and Guidance Development

Description : Supports the creation and dissemination of guidelines to assist in the interpretation and implementation of regulations.

Info Class Label: Internal

Record Class Details:

Info Class Code 02004 - AUD180 **Record Class Name** Policies / Programs - Health, Safety and Environmental

Official Retention Period ACT+10

Record Description Records documenting the guiding principles (policy) and courses of action (program / process) intended to ensure compliance to internal and external health, safety and environmental requirements.

Record Type Examples	Override Info Class Label
Environmental Policy Documentation	
Environmental Policy Program	
Injury Prevention Plans	
Safety Policy Programs	
Safety Program Documentation	
Health and Safety Policies	
VPP (Voluntary Protection Program) Requirements and Results	
Contractor Safety Certifications	

Record Class Details:

Info Class Code 02004 - AUD190 **Record Class Name** Policies, Programs, and Procedures - General

Official Retention Period ACT+10

Record Description Records documenting the guiding principles (policy) and courses of action (program/process) intended to ensure compliance and uniformity to Honeywell internal requirements. Includes policy and program documentation and the written procedures related to the adoption of these policies/programs. Includes office and job practices.

Record Type Examples	Override Info Class Label
Software Manuals	
Evidence of Command Media Approval	
Employee Policies	
Accounting Procedures	
Employee Compensation Policies	
Affirmative Action Policies	
Environmental Program Documentation	
Travel Policies	
Equipment Manuals	
Administrative Handbooks	
Records Management Policies	
Purchasing Policies	
E-Mail Policies	
Procedures and Engineering Manuals	

Business Task: 093 Inspections and Auditing

Description : Inspections and Auditing involves the methodical examination and review of regulated activities to ensure compliance with standards for regulated activity.

Info Class Label: Internal

Record Class Details:

Info Class Code 02093 - AUD110 **Record Class Name** External Financial Audits

Official Retention Period 10

Record Description Records related to the external financial audit of Honeywell and its business units. Includes work papers, audit reports and related response materials.

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Record Type Examples	Override Info Class Label
Department of Commerce Reports	
*Audit Work papers (External Financial Audits)	
License/Royalty Audits	
Preliminary Audit Reports (External Financial Audits)	
Federal Reserve Bank Reports	
Final Audit Reports (External Financial Audits)	
Management Response (External Financial Audits)	

Record Class Details:

Info Class Code 02093 - AUD150 Record Class Name Internal Controls

Official Retention Period 10

Record Description Records related to the internal control structure for financial reporting as required by Sarbanes-Oxley Act.

Record Type Examples	Override Info Class Label
Internal Operational Audits//Finance//Information Systems//Supply Chain	
Sarbanes-Oxley Reports and Testing Documentation	
Records of Complaints	
Internal Control Report	
Corporate Auditing Work Papers	

Business Task: 094 Standards Setting / Reporting Guideline Development

Description : Standard Setting/Reporting Guideline Development involves the establishment of allowable limits associated with a regulated activity and the development of reporting requirements necessary to monitor and control compliance with allowable limits. This includes the development of requirements for product sampling and testing, emissions monitoring and control, incident reporting, financial filings, etc.

Info Class Label: Internal

Record Class Details:

Info Class Code 02094 - AUD150 Record Class Name Internal Controls

Official Retention Period 10

Record Description Records related to the Internal control structure for financial reporting as required by Sarbanes-Oxley Act.

Record Type Examples	Override Info Class Label
Internal Operational Audits//Finance//Information Systems//Supply Chain	
Sarbanes-Oxley Reports and Testing Documentation	
Records of Complaints	
Internal Control Report	
Corporate Auditing Work Papers	

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Business Function: 03 Planning and Resource Allocation **Description :** Supports the activities of determining strategic direction, identifying and establishing programs and processes to enable change, and allocating resources among those programs and processes.

Business Task: 008 Budget Formulation, Execution and Capital Planning **Description :** Supports all activities undertaken to determine priorities for future spending and to develop an itemized forecast of future funding and expenditures during a targeted period of time.

Info Class Label: Internal

Record Class Details:

Info Class Code 03008 - FIN110 **Record Class Name** Budgets and Financial Forecasts
Official Retention Period ACT+1

Record Description Records related to internal planning and financial management. Includes records of Honeywell's income, expenses, and cash flow on a monthly, quarterly, and annual basis. Includes fiscal year budgets for business areas and earnings forecasts and analysis. Includes monthly, quarterly, and annual reports summarizing financial budgets and goals.

Record Type Examples	Override Info Class Label
Correspondence Related to Budget and Variance Analysis	
Monthly Sales Results	
Budget Analysis and Data	
Budgets	
Capital Budgets	
Budget Work papers	
Operating Budgets	
Multi-Year Business Plans	
Financial Forecasts	
Forecasts -- Operating and Capital	
Budget to Actual Results	
Business Area P&Ls	

Business Task: 010 Enterprise Architecture **Description :** Supports an established process for describing the current state and defining the target state and transition strategy for an organizations people, processes, and technology.

Info Class Label: Internal

Record Class Details:

Info Class Code 03010 - AUD220 **Record Class Name** Six Sigma - Certifications
Official Retention Period ACT+10

Record Description Records of various certifications awarded for Six Sigma programs. This includes certification documentation, project information and related documents.

Record Type Examples	Override Info Class Label
Masterbelt Certifications (Six Sigma)	
Lean Expert Certifications (Six Sigma)	
Blackbelt Certifications (Six Sigma)	
Greenbelt Certifications (Six Sigma)	

Record Class Details:

Info Class Code 03010 - AUD230 **Record Class Name** Six Sigma - Design
Official Retention Period ACT+10

Record Description Records related to the design for Six Sigma certifications.

Record Type Examples	Override Info Class Label
Certifications (Six Sigma)	
Project Info and Related Documents (Six Sigma)	

Record Class Details:

Info Class Code 03010 - AUD240 **Record Class Name** Six Sigma - Promotional
Official Retention Period ACT+10

Record Retention Schedule



Record Description Six Sigma records that are not included elsewhere.

Record Type Examples	Override Info Class Label
Awards (Six Sigma)	
Organizational Charts (Six Sigma)	
Biographies (Six Sigma)	
News (Six Sigma)	

Record Class Details

Info Class Code 03010 - AUD250 **Record Class Name** Six Sigma - Quest for Excellence

Official Retention Period ACT+10

Record Description Records related to Quest for Excellence Programs for Six Sigma.

Record Type Examples	Override Info Class Label
Supporting Documentation (Six Sigma)	
Award Decisions (Six Sigma)	
Team Information (Six Sigma)	
Presentations (Six Sigma)	

Business Task: 011 Strategic Planning

Description : Supports the determination of long-term goals and the identification of the best approach for achieving those goals.

Info Class Label: Internal

Record Class Details

Info Class Code 03011 - FIN200 **Record Class Name** Strategic and Business Planning

Official Retention Period ACT+3

Record Description Records that document the strategic and business plans of Honeywell and its business units.

Record Type Examples	Override Info Class Label
Strategic Plans	
Business Plans	
Long Range Planning	
Marketing Plans	
Presentations to Security Analysts	
Presentations to Board of Directors	

Business Task: 014 Management Improvement

Description : Supports all efforts to gauge the ongoing efficiency of business processes and identify opportunities for reengineering or restructuring.

Info Class Label: Internal

Record Class Details

Info Class Code 03014 - ADM120 **Record Class Name** Project Management (Internal Projects)

Official Retention Period ACT+3

Record Description Records related to management of internal projects, special studies, analyses, and other department events not covered elsewhere. Includes ad hoc studies performed at the corporate or work group level. Includes meeting minutes, status reporting, etc.

Record Type Examples	Override Info Class Label
Meetings (Planning/Strategy)	
Project Plans	
Ad Hoc Studies (Internal)	
Project Meeting Agendas	
Project Timelines	
Meeting Minutes (Internal Projects)	
Project Presentations	
Project Notes	
Special Studies (Internal)	
Project Reports	

Record Retention Schedule



Business Task: 070 Research Operations

Description:

Research operations involve the development and management of accurate, comprehensive, and timely intelligence on trade secret topics. The function, operation, or use of which, involve research gathering activities or are critical to the direct fulfillment of the research operations mission.

Info Class Label: Restricted - Intellectual Property (IP) Restricted

Record Class Details:

Info Class Code: 03070 - RAD100 **Record Class Name:** Analytical Data

Official Retention Period: ACT+10

Record Description: Records related to analytical data gathered and compiled by Honeywell.

Record Type Examples	Override Info Class Label
Test Protocols	
Lab Notebooks	
Standard Operating Procedures (SOP)	
Black Belt Reports	Internal
Monthly Reports	
Green Belt Reports	Internal
Outside Presentations	Unrestricted
Published Papers	Unrestricted
Test Results / Analytical Reports	
Physical Analyses	
Chromatography and Spectral Reports	

Record Class Details:

Info Class Code: 03070 - RAD110 **Record Class Name:** Fundamental Research Projects - Product Safety / Toxicology

Official Retention Period: ACT+10

Record Description: Records related to data, information, summaries and reports from research projects. This includes engineering reports.

Record Type Examples	Override Info Class Label
Toxicology - Manuscripts	
Gate Reviews	
Computer Models	
Electronic Data (Spreadsheets, Instrument Data)	
Technical Presentations	
Toxicology - Project Files	
Standard Operating Procedures (SOP)	Internal
Technical Meeting Minutes	
Green / Black Belt Reports	Internal
Proposals	
Position Papers	
Project Permits	
Presentations to Academic Journals and Professional Organizations	Unrestricted
Roadmaps	
Published Papers	Unrestricted
Patent Disclosures	
Process Development Data	
Pilot Plant / Scale-Up Data	
Monthly Reports	
Toxicology - Studies and Reports	
Toxicology - Protocols and Reports	
Engineering Reports (Fundamental Research Projects)	
Laboratory Notebooks (Fundamental Research Projects)	
Research Reports and Summaries (Fundamental Research Projects)	
Test Standards (Fundamental Research Projects)	
Sample Logs	
Technical Memos	

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Record Class Details:

Info Class Code 03070 - RAD120 Record Class Name Laboratory Notebooks

Official Retention Period ACT+10

Record Description Laboratory notebooks that document research and development activities and results.

Record Type Examples	Override Info Class Label
Laboratory Notebooks	

Record Class Details:

Info Class Code 03070 - SAL160 Record Class Name Marketing Research and Analysis

Official Retention Period ACT+1

Record Description Records related to the development, administration and analysis of market research. Includes industry trends.

Record Type Examples	Override Info Class Label
Competitive Information	
Competitive Assessments	
Product Structure Evaluations	
Equipment Information and Data	
Forecasts (Marketing)	
Sales Projections (Marketing)	
Market Information	
Research Reports	

Record Retention Schedule



Business Function: 04 Internal Risk Management and Mitigation

Description : Supports all activities relating to the processes of analyzing exposure to risk and determining appropriate countermeasures.

Business Task: 016 Continuity of Operations—consolidat to 4015

Description : Supports activities associated with Identification of critical systems and processes, planning and preparation required to ensure systems and processes will be available in the event of a catastrophic event.

Info Class Label: Restricted - Confidentiality or Integrity High

Record Class Details:

Info Class Code 04016 - ITE110 **Record Class Name** Disaster Recovery Plans

Official Retention Period ACT+10

Record Description Documentation of plans which would be implemented in the event of a disaster or systems failure. Includes contact persons, backup sites, and instructions for personnel.

Record Type Examples	Override Info Class Label
Application Service Provider Agreements	
Application Service Provider Security Audit Documentation	
Contingency Planning	
Vital Records/Plan	
Business Resumption Plans	
Emergency Drill Critiques	Internal
Disaster Recovery Plans	

Business Task: 072 Continuity of Operations and Emergency Response—consolidat to 4015

Description : Continuity of Operations and Emergency Response involves the immediate actions taken to respond to a disaster, an information assurance incident or document the plans to recover a business unit during a disaster occurrence.

Info Class Label: Restricted - Confidentiality or Integrity High

Record Class Details:

Info Class Code 04072 - CRM118 **Record Class Name** Continuity of Operations and Emergency Response

Official Retention Period ACT+10

Record Description Records related to the plans for the recovery of department business operations and the plans for immediate response to emergency situations. Includes department business operation contingency plans and emergency response plans. Does not include information technology disaster recovery plans.

Record Type Examples	Override Info Class Label
Emergency Response Plans	
Department Business Operation Contingency Plans	

Business Task: 041 Help Desk Services

Description : Supports the management of a service center to respond to organizational employees' technical and administrative questions.

Info Class Label: Unrestricted

Record Class Details:

Info Class Code 04041 - ITE140 **Record Class Name** Help Desk Services

Official Retention Period 3

Record Description Records related to help desk services. Includes call logs, problem documentation and resolutions.

Record Type Examples	Override Info Class Label
Resolutions	
Problem Documentation	
Call Logs	

Record Retention Schedule



Business Function: 05 Revenue Collection

Description : Collection of organizational income from all sources.

Business Task: 018 Debt Collection

Description : Supports activities associated with the collection of money owed to the organization from clients and third parties.

Info Class Label: Internal

Record Class Details:

Info Class Code 05018-ACC110 **Record Class Name** Accounts Receivable - Cash Receipts

Official Retention Period ACT+7

Record Description Records documenting cash receipts of payments received from customers.

Record Type Examples	Override Info Class Label
*Electronic Remittance	
*Month-End Reconciliations and Reports (Cash Receipts)	
Remittance-Related Correspondence	
*Wire Transfer Payments	
*Wire Sheets	
Customer Check Copies	
*Debit Memos	
*Invoices (AR)	
*Credit Memos/Vouchers	
Return Material Authorizations	
Remittance/Advices and Records	

Business Task: 020 Organizational Asset Sales

Description : Supports the activities associated with the acquisition, oversight, tracking, and sale of non-internal assets managed by the organization with a commercial value.

Info Class Label: Internal

Record Class Details:

Info Class Code 05020-ACC120 **Record Class Name** Capital Assets

Official Retention Period ACT+7

Record Description Records documenting the purchase, sale, and improvement of real property and equipment, as well as depreciation, amortization, etc.

Record Type Examples	Override Info Class Label
*Property Sold Records	
*Fixed Asset Ledgers	
*Insurance Claims	
*Property Acquired Records	
*Depreciation Records and Schedules	
*Work-in-Progress Project Files	
*Appropriation Requests and Related Supporting Documentation	
*Amortization Records	
*Real Estate Plans and Specifications	
*Real Estate Inventories	
*Authorization for Capital Expenditures	
*Property Transfer Sheets - Property Disposal Records	

Record Retention Schedule



Business Function: 06 Public Affairs

Description :

Supports activities involving the exchange of information and communication between the organization and its stake holders in direct support of organizational services, publicity, and/or the organization's interests.

Business Task: 021 Customer Services

Description :

Supports activities associated with providing and managing the delivery of information and support to the organization's customers.

Info Class Label: Internal

Record Class Details:

Info Class Code 06021 - LEG190 **Record Class Name** Contracts and Agreements - Service, Sales and Warranties - HON Products

Official Retention Period ACT+7

Record Description Records relating to legal obligations between Honeywell and its customers involving the sale or support of products or services. Includes Government Sales Agreements and Contract Management.

Record Type Examples	Override Info Class Label
Government/Furnished Property/Records	
Field Support Reports	
Contracts and Attachments (Government)	
Field Service Engineering Reports	
Property Records (Contract Specific)	
Warranties - Honeywell Products	
Product Support Agreements	

Business Task: 023 Product Outreach

Description :

Supports the marketing of organizational services products, and programs to the general public and third parties in an attempt to promote awareness and increase the number of customers/beneficiaries of those services and programs.

Info Class Label: Internal

Record Class Details:

Info Class Code 06023 - SAL100 **Record Class Name** Advertising Artwork

Official Retention Period ACT+7

Record Description Original artwork created by Honeywell or external agencies in the development of an advertising or marketing campaign.

Record Type Examples	Override Info Class Label
Displays (Advertising)	
Department Form Proofs	
Advertising/Estimates	
Advertising House Organs	
Advertising Inquiries	
Layouts (Advertising)	
Drawings (Advertising)	
Photographs (Advertising)	

Business Task: 024 Public Relations

Description :

Supports the efforts to promote the organization's image through the effective handling of client and supplier concerns.

Info Class Label: Internal

Record Class Details:

Info Class Code 06024 - PUB100 **Record Class Name** Government Relations

Official Retention Period 5

Record Description Records documenting proposed legislation, proposed regulations, advocacy and the monitoring of government activities. Includes records related to lobbying and political contributions and gifts including the internal approval process, legal research, advice counseling, reporting and related training.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Correspondence (Government Relations)	
Government Legislation (Government Relations)	
Political Action Activities	

Record Class Details:

Info Class Code 06024 - PUB110 Record Class Name Industry Relations

Official Retention Period ACT

Record Description Records documenting Honeywell's relations and interactions with other companies or industries. Includes communication and correspondence with other companies/industries. Includes records documenting Honeywell participation in industry and professional organizations. Includes cooperative development of industry-wide standards. Excludes cooperative R&D and testing activities.

Record Type Examples	Override Info Class Label
Industry Relations	
Industry Presentations	
Organizational Memberships	
Advocacy Information	
Correspondence (Industry)	

Record Class Details:

Info Class Code 06024 - PUB120 Record Class Name Public Relations

Official Retention Period IND

Record Description Records documenting the promotion of Honeywell's image and activities. Includes press releases, Honeywell publications, photographs, in-house magazines, videos, films, tapes, etc.

Record Type Examples	Override Info Class Label
Videos	
Tapes	
Films	
Speeches	
Photographs	
News Releases / Clippings	
Publications	
Brochures	
Press Releases	
In-House Magazines	
Bulletins	
Honeywell Publications	

Record Retention Schedule



Business Function: 08 General Organizational Support **Description :** Supports the general overhead costs of the organization including board and executive activities; provision of central fiscal, personnel, and property activities; and the provision of services that cannot reasonably be classified in any other service support area.

Business Task: 029 Centralized Fiscal Operations **Description :** Supports the centralized fiscal operations performed by designated entity(s) on behalf of the organization.
Info Class Label: Internal

Record Class Details:

Info Class Code 08029 - COR210 **Record Class Name** Security Transfer

Official Retention Period ACT+6

Record Description Records related to the bookkeeping of security transfers. Includes aged transfers and transfer units.

Record Type Examples	Override Info Class Label
Letters of Indemnity (Securities)	
Lost Stock Certificates (Securities)	
Request Letters of Authorization (Securities)	
Security Transfer Activity	
Requests (Securities)	

Business Task: 030 Legal Functions **Description :** Supports the service support activities associated with costs of the legal department.
Info Class Label: Internal

Record Class Details:

Info Class Code 08030 - LEG250 **Record Class Name** Legal Projects

Official Retention Period ACT+10

Record Description Legal opinions and related work papers. Includes employee matters, insurance consultation for contracts and agreements, etc. Excludes legal opinions documenting specific litigation.

Record Type Examples	Override Info Class Label
Correspondence - Governmental Agencies To and From	Restricted - Legally Privileged and Confidential
Law Projects -- Progress Reports	
Legal Work papers	
Employee Matter Files	Restricted - Legally Privileged and Confidential
Other Agreements	
Labor Agreements	
General Legal Correspondence	
Insurance Consultation Files	

Business Task: 031 General Executive Functions **Description :** Supports the operations of the office of the CEO or other executive office.
Info Class Label: Restricted - Regulatory Restricted - Financial Restricted

Record Class Details:

Info Class Code 08031 - COR130 **Record Class Name** Corporate Operations - Alchem

Official Retention Period IND

Record Description Records documenting the operation of Alchem holding company. Includes financial statements, reports and background information submitted to the Parent Company.

Record Type Examples	Override Info Class Label
Premium Statements Periodic	
Assurance Balance Sheets	
Interim Reports	
Annual Reports	
Policies	

Record Retention Schedule



Record Class Details:

Info Class Code 08031 - COR140 Record Class Name Corporate Registered Shareholders

Official Retention Period ACT+6

Record Description Records related to Honeywell's registered shareholders. These records are used to identify who the active shareholders are and dividends paid to them. Includes shareholder records and shareholder lists.

Record Type Examples	Override Info Class Label
Dividend Lists	
Shareholder Records	
Shareholder Lists	
Dividend Checks Issued (Employee Benefits)	

Record Class Details:

Info Class Code 08031 - COR150 Record Class Name Corporate Stock Transactions

Official Retention Period ACT+6

Record Description Records related to the recorded transactions of corporate stock.

Record Type Examples	Override Info Class Label
Stock History Reports	
Stock Ledgers	
Stock Transfers	
Applications for Issuance	

Record Class Details:

Info Class Code 08031 - COR180 Record Class Name Foundation Activities

Official Retention Period 3

Record Description Records related to foundation activities and good corporate citizenship by Honeywell.

Record Type Examples	Override Info Class Label
Correspondence	
Minutes	
Acknowledgement of Honeywell's Contributions	Internal

Record Class Details:

Info Class Code 08031 - COR190 Record Class Name Honeywell Archives

Official Retention Period IND

Record Description Records documenting Honeywell's past, its development, significant events, and key players.

Record Type Examples	Override Info Class Label
Photographs (Historical Materials, Products, Facilities, Personnel)	
Archival Records	
Company Histories	
Clippings, Historical	

Record Class Details:

Info Class Code 08031 - COR220 Record Class Name Shareholder Communications

Official Retention Period 6

Record Description Records related to general communication with shareholders not included elsewhere. Does not include shareholder meeting notices, voting records, or proxies.

Record Type Examples	Override Info Class Label
Publications	
Correspondence	

Record Class Details:

Info Class Code 08031 - COR230 Record Class Name Stock Record Positions

Record Retention Schedule



Official Retention Period ACT+6

Record Description Records related to the current positions of all stocks held in firm accounts. Includes breaks, daily take-offs and weekly stock records.

Record Type Examples	Override Info Class Label
Listing Application (Stock Record Positions)	
Purchase and Sales (Stock Record Positions)	
Ledgers (Stock Record Positions)	
Registration (Stock Record Positions)	
Warrants (Stock Record Positions)	
Options (Stock Record Positions)	

Record Class Details:

Info Class Code 08031 - COR240 **Record Class Name** Stock Redemption and Cancelled Stock Certificates

Official Retention Period ACT+6

Record Description Records related to the repayment of issued corporate stock. Includes copies of cancelled stock certificates returned to Honeywell by the transfer agent.

Record Type Examples	Override Info Class Label
Stock Certificates (Cancelled)	
Supporting Documents (Stock Redemption and Cancelled Stock Certificates)	
Stock Redemptions	

Business Task: 032 Property Management **Description:** Supports the operations of the organizational centralized property management entity(ies).

Info Class Label: Internal

Record Class Details:

Info Class Code 08032 - LEG150 **Record Class Name** Contracts and Agreements - Real Estate Construction and Improvement

Official Retention Period IND

Record Description Records related to contracts and agreements for improvements to real property. Includes construction agreements. Includes disputes that do not progress to litigation and claims.

Record Type Examples	Override Info Class Label
Architecture Agreements	
Bid Documents (Construction and Property Improvement)	
Service Contracts (Construction and Property Improvement)	
Contracts (Construction)	
Notification of Breach or Dispute (Construction and Property Improvement)	
Non-Legal Contract Disputes (Construction and Property Improvement)	
Contracts (Property Improvement)	

Record Class Details:

Info Class Code 08032 - LEG160 **Record Class Name** Contracts and Agreements - Real Estate Purchase, Sale, Deeds, Titles, and Easements

Official Retention Period IND

Record Description Records related to the purchase and sale of real estate and proving ownership of and access to real estate. Includes agreements and supporting due diligence records for environmental and other property assessments and easements granted to third parties permitting access to company property, as well as easements granted to Honeywell by outside parties for accessing their property. Includes disputes that do not progress to litigation and claims.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Real Estate Purchase Agreements	
Easements (Granted to Third Party)	
Environmental Reports (Real Estate Purchase/Sale)	
Non-Legal Contract Disputes (Real Estate Purchase / Sale)	
Notification of Breach or Dispute (Real Estate Purchase/Sale)	
Real Estate Due Diligence	
Real Estate Sale Agreements	
Real Property Assessments and Appraisals	
Title Policies and Commitments	
Easements (Granted to Company)	
Real Estate Water Rights - Property	
Building Property Description	
Real Estate Maps	
Property Appraisals	
Real Estate Deeds	
Real Estate Titles	

Record Class Details:

Info Class Code 08032 - LEG170 Record Class Name Contracts and Agreements - Real Estate Leases and Mortgages

Official Retention Period IND

Record Description Records associated with the agreement made between the tenant and the landlord of the property. Includes disputes that do not progress to litigation and claims.

Record Type Examples	Override Info Class Label
Notification of Breach or Dispute (Leases and Mortgages)	
Tenant Correspondence	
Lease Correspondence	
Original Lease Documents	
Tenant Improvement Warranties	
Landlord Correspondence	
Non-Legal Contract Disputes (Leases and Mortgages)	
Lease Amendments	
Lease Agreements	

Record Class Details:

Info Class Code 08032 - LEG180 Record Class Name Contracts and Agreements - Real Estate Purchase and Sale

Official Retention Period IND

Record Description Records related to the purchase and sale of real estate. Includes agreements and supporting due diligence records for environmental and other property assessments. Includes disputes that do not progress to litigation and claims.

Record Type Examples	Override Info Class Label
Real Property Assessments	
Non-Legal Contract Disputes (Real Estate Purchase/Sale)	
Environmental Reports (Real Estate Purchase/Sale)	
Real Estate Purchase Agreements	
Real Estate Sale Agreements	
Real Estate Due Diligence	
Real Property Appraisals	
Notification of Breach or Dispute (Real Estate Purchase/Sale)	

Business Task: 033 Centralized Personnel Management Description : Support the operating activities of the centralized personnel management entity(ies).

Info Class Label: Restricted - Confidentiality or Integrity High

Record Class Details:

Info Class Code 08033 - COR200 Record Class Name Organization Charts

Official Retention Period SUP+3

Record Retention Schedule



Record Description Records showing the detailed structure and staffing of the organization including the positions, titles and employee names.

Record Type Examples	Override Info Class Label
Functional Organization Charts	
Department Organization and Structure Records	
Organization Charts (Human Resources)	

Business Task: 034 Taxation Management (governmental agencies) **Description:** Taxation Management includes activities associated with the implementation of the Internal Revenue Code and the collection and payment of taxes in the United States and abroad.

Info Class Label: Internal

Record Class Details:

Info Class Code 08034 - LOG150 **Record Class Name** Motor Vehicle Fuel Tax Reporting
Official Retention Period 10

Record Description Records related to fuel tax returns and work papers for motor vehicle fuel use and consumption.

Record Type Examples	Override Info Class Label
State Fuel Tax Receipts	
State Fuel Tax Reports	
Mileage and Usage Logs	

Record Class Details:

Info Class Code 08034 - TAX100 **Record Class Name** Federal Income Tax Work Papers
Official Retention Period 10

Record Description "Records that represent actual Corporate and other entity tax return work papers, tax projection and planning information and related work papers for federal income taxes. Does not include tax returns.

Record Type Examples	Override Info Class Label
Tax Projection and Planning Work Papers	
Federal Income Tax Work Papers	

Record Class Details:

Info Class Code 08034 - TAX110 **Record Class Name** Federal, State and Local Employment Tax Work Papers
Official Retention Period 10

Record Description "Records that represent actual Federal, state and local employment tax work papers. Does not include tax returns.

Record Type Examples	Override Info Class Label
Federal Excise Taxes (includes Work Papers, Audits, Appeals and Litigation)	
Audit Appeals and Litigation	
Employment Tax Work Papers	

Record Class Details:

Info Class Code 08034 - TAX120 **Record Class Name** Personal Property/Real Estate Tax Work Papers
Official Retention Period 10

Record Description "Records that represent state and local property tax return work papers. Does not include tax returns.

Record Type Examples	Override Info Class Label
Property Tax Bills, Assessments and Work Papers	

Record Class Details:

Info Class Code 08034 - TAX130 **Record Class Name** Sales and Use Tax Audits and Appeals
Official Retention Period 10

Record Description "Records that represent sales and use tax related work papers, audits, and appeals for sales and use taxes. Does not include tax returns.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Sales and Use Tax Return Work Papers	
Appeals	
Audits	
State Work Papers	

Record Class Details:

Info Class Code 08034 - TAX140 **Record Class Name** State and Local Income and Franchise Tax Work Papers
Official Retention Period 10
Record Description "Records that represent state and local income and franchise tax work papers. Does not include tax returns.

Record Type Examples	Override Info Class Label
Tax Work Papers	

Record Class Details:

Info Class Code 08034 - TAX160 **Record Class Name** Tax Audits, Appeals and Litigation
Official Retention Period ACT+6
Record Description Audits and audit work papers related to federal, state and other tax audits and litigation. Includes year-end financial audits by state and federal auditors concentrating on inventories, liabilities, profit and loss statements, tax accrual, etc. Includes work papers, analysis, appeals, litigation, etc.

Record Type Examples	Override Info Class Label
IRS Information Requests	
IRS Agreements	
IRS Summons	
Work papers	
Tax Litigation Records	
Revenue Agent's Reports	
Auditors Proposed Adjustments	
IRS Notices of Proposed Adjustment	
Settlements	
Tax Appeals	
Tax Audits	
Analyses	
Examinations	

Record Class Details:

Info Class Code 08034 - TAX170 **Record Class Name** IRS Agreements, Settlements Revenue Agent's and Appeals Reports
Official Retention Period IND
Record Description "Records related to IRS agreements, settlements and revenue agent's reports for tax audits, appeals and litigation. Only contains IRS agreements, settlements and revenue agent's reports.

Record Type Examples	Override Info Class Label
IRS Revenue Agent's Reports	
IRS Settlements	
IRS Agreements	
IRS Closing Agreements	
IRS Appeals Reports	

Record Class Details:

Info Class Code 08034 - TAX180 **Record Class Name** Tax Returns
Official Retention Period IND
Record Description "Records related to filed tax returns for Federal, state, local and any other jurisdictions tax returns. Records include the actual returns filed. Does not include tax work papers or any tax documents that are not part of the filed returns.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Federal Income Tax Returns	
Unemployment Insurance Returns	
State and Local Income and Franchise Tax Returns	
Sales and Use Tax Returns	
Federal Excise Tax Returns	
Tax Returns	
Property Tax Returns	

Business Task: 035 Records and Statistics Management
Description: Supports the operations surrounding the management of official documents, statistics, and records for the entire organization.
Info Class Label: Internal

Record Class Details:

Info Class Code: 08035 - AUD210
Record Class Name: Record Retention and Destruction Certification
Official Retention Period: 10

Record Description: Documentation supporting the record management program's destruction processing to demonstrate that records were destroyed according to Honeywell's policy.

Record Type Examples	Override Info Class Label
Destruction Eligibility Reports	
Certificates of Destruction	
Inventory of Destroyed Records	
Record Retention Schedule	
Destruction Certificate Reports	
Correspondence (Records Destruction)	

Business Task: 037 Personal Identity and Authentication
Description: Information necessary to ensure that all persons who are potentially entitled to receive any organizational benefit are enumerated and identified so that organizational entities can have reasonable assurance that they are paying or communicating with the right individuals. This information includes individual Social Security Numbers, names, dates of birth, places of birth, parents' names, credit card information, protected health information, etc.
Info Class Label: Restricted - Sensitive Identification Data (SID) Restricted

Record Class Details:

Info Class Code: 08037 - HRE190
Record Class Name: Personnel Files
Official Retention Period: ACT+6

Record Description: Records regarding employees beginning with their initial hire. Includes promotions, performance appraisals, transfers, reinstatements, etc. These records provide a history of employment.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Employee Situations	
Justifications for Pay Increases/Salary Changes	
Reference Checks	
Job History Records	
Education Certificates	
Background Checks	
Performance Appraisals	
Employee Warnings	
Conditional Offer of Acceptance	
Employee Awards	
Commendation Letters	
Termination Status	
Surveys - Employee Satisfaction	
Training Records	
Resumes	
References	
Employee Counseling	
Employee Anniversaries	
Industrial Security Personnel Records	
Employee Agreements	
Sign-Off Letters	
Address Changes	
Disciplinary Actions	
Skills Assessments	
Actuarial Studies	
Attendance Records	
Applications	
College Transcripts	
Continuing Education Records	
Letter of Acceptance	

Business Task: 069 Strategic Executive Functions

Description: Strategic Executive Functions involve strategic information emanating from the Executive Office of the President, Chairman, or CEO.

Info Class Label: Restricted - Regulatory Restricted - Financial Restricted

Record Class Details:

Info Class Code 08069 - COR110 **Record Class Name** Board and Shareholder Meetings

Official Retention Period IND

Record Description Records documenting proceedings of board, committee of board, shareholders, and other legally required meetings. Does not include non-legally required meetings.

Record Type Examples	Override Info Class Label
Meeting Minutes	
Meeting Notices	
Voting Records	
Official Documents	
Official Correspondence	
Proxies	
Transcripts	
Background Material	
Certificate Record Book	
Stock Certificates	

Record Class Details:

Info Class Code 08069 - COR120 **Record Class Name** Business Organization and Incorporation

Official Retention Period IND

Record Description Records documenting the creation and governance of Honeywell and its subsidiaries.

Record Retention Schedule



Record Type Examples	Override Info Class Label
By-Laws - Corporate and Subsidiaries	
Articles of Incorporation	
Powers of Attorney	
Management Control Process Records	
Corporate Seals	
Corporate Committee Charters	
Organizational Data Sheets/Reports	
Corporate Governance Records	
Limits of Authority (Risk Mgmt. / Materials Mgmt. System)	
Certificates of Appointment	
Corporate Succession Records	

Business Task: 080 Unemployment Compensation
Info Class Label: Internal

Description : Unemployment Compensation provides income security to those who are no longer employed while they seek new employment.

Record Class Details:

Info Class Code 08080 - TAX150 **Record Class Name** State Unemployment Tax Work Papers
Official Retention Period 6

Record Description "Records of work papers submitted to state unemployment divisions. Contains work papers employment and wage information for terminated employees who are requesting unemployment compensation. Does not include tax filings / returns.

Record Type Examples	Override Info Class Label
State Request for Separation and Wage Information	
Multiple Worksite Reports and Workpapers	
Unemployment Insurance Work Papers and Forms	
Insurance Audit Work Papers (Unemployment)	

Record Retention Schedule



Business Function: 09 Administrative Management

Description : Supports the day-to-day management and maintenance of the internal organizational infrastructure.

Business Task: 040 Facilities, Fleet, and Equipment Management

Description : Supports the maintenance, administration, and operation of offices buildings, fleets, machinery, and other capital assets considered as possessions of the organization.

Info Class Label: Internal

Record Class Details:

Info Class Code 09040 - FAC110 **Record Class Name** Equipment Calibration Records

Official Retention Period ACT+10

Record Description Records related to measurement and test equipment calibration. Includes calibration records and correspondence.

Record Type Examples	Override Info Class Label
Out of Tolerance Reports	
Calibration History Cards	
Calibration Cycle Reports	
Certificates of Calibration	
Life Tests (Equipment Calibration Records)	

Record Class Details:

Info Class Code 09040 - LOG100 **Record Class Name** Aviation Logs and Papers

Official Retention Period 1

Record Description Records related to documenting a flight. Includes flight logs, passenger lists, etc.

Record Type Examples	Override Info Class Label
Aircraft Passenger Itineraries	
Aircraft and Engine Flight Logs	
Aircraft Manifests	
Aircraft Utilization Records	

Record Class Details:

Info Class Code 09040 - LOG110 **Record Class Name** Driver Drug & Alcohol Program

Official Retention Period 5

Record Description Records relating to Driver Drug & Alcohol programs administered by Honeywell. Includes program documentation, random and post-accident D&A results.

Record Type Examples	Override Info Class Label
Random D&A Results	
D&A Program & Policy	
Post-Accident D&A Results	

Record Class Details:

Info Class Code 09040 - LOG120 **Record Class Name** Driver Hours of Service (Logs)

Official Retention Period ACT+3

Record Description Records documenting the hours of service completed by a driver on behalf of Honeywell business. Includes driver work schedules, timecards and duty logs.

Record Type Examples	Override Info Class Label
Driver Work Schedules	
Driver Timecards	
Driver Duty Logs	

Record Class Details:

Info Class Code 09040 - LOG130 **Record Class Name** Driver Qualification Files

Official Retention Period ACT+3

Record Retention Schedule



Record Description Records documenting the driver history of Honeywell employees. Includes driver background checks, licenses and road test certification records.

Record Type Examples	Override Info Class Label
Driver Road Test Certifications	
Driver Medical and License Information	
Driver Applications for Employment	
Driver Licenses	
Driver Motor Vehicle Records	
Driver Background Checks	Restricted - Sensitive Identification Data (SID) Restricted

Record Class Details:

Info Class Code 09040 - LOG160 **Record Class Name** Motor Vehicles - Maintenance

Official Retention Period ACT+3

Record Description Records related to repair and maintenance of Honeywell owned motor vehicles. Includes routine maintenance, scheduling, repair, and inspection.

Record Type Examples	Override Info Class Label
Repair Records (Motor Vehicles)	
Work Orders Routine - (Motor Vehicles)	
Inspection Records (Motor Vehicles)	
Maintenance Records (Motor Vehicles)	

Record Class Details:

Info Class Code 09040 - LOG170 **Record Class Name** Motor Vehicles - Registration and Licensing

Official Retention Period ACT+3

Record Description Records related to the registration and licensing of vehicles, either company-owned or used by Honeywell in the course of daily business.

Record Type Examples	Override Info Class Label
Car Records/Traffic	
Vehicle Licenses	
Vehicle Registration	
Car Rental Files	
Certificates of Title	
Vehicle Permits	
State and Federal Motor Vehicle Permits	

Record Class Details:

Info Class Code 09040 - LOG200 **Record Class Name** Vehicle/Driver Accident Records

Official Retention Period 3

Record Description Records documenting accidents in which Honeywell vehicles and/or Honeywell drivers are involved. Includes analysis of the accident and any relevant findings, as well as accident logs, which provide a history of driver records and prior accidents.

Record Type Examples	Override Info Class Label
Driver Accident Reports	
Driver Accident Claims	
Vehicle Accident Logs	
Driver Histories	
Vehicle Damage Reports	

Business Task: 042 Physical Security Management

Description : Supports the physical protection of an organization's personnel, assets, and facilities.

Info Class Label: Internal

Record Class Details:

Info Class Code 09042 - ADM150 **Record Class Name** Security - Incidents and Investigations

Official Retention Period 6

Record Retention Schedule



Record Description Records related to security/violence/threat investigations of employees. Includes employee misconduct cases, background investigations, computer issues, etc.

Record Type Examples	Override Info Class Label
Computer/Security Investigations	
Attorney Work Product Investigations (Security)	
Threats/Harassment Investigations	
Property Crime Investigations	
Employee/Contractor Misconduct Cases	
Violent Crime Investigations	

Business Task: 043 Travel

Description : Supports the activities associated with planning, preparing, and monitoring of business related travel for an organization's employees.

Info Class Label: Unrestricted

Record Class Details:

Info Class Code 09043 - FIN220 **Record Class Name** Travel Program

Official Retention Period 6

Record Description Records related to the travel program for the procurement of travel services, transportation, and lodging. Includes travel reservations, trip itineraries, preferred hotel program, air booking data and travel expenses, and copies of tickets. These records document the extent and purpose of travel undertaken by employees on company business.

Record Type Examples	Override Info Class Label
Preferred Hotel Program	
Hotel Tracking Data	
Travel Itinerary	
Travel Reservations	
Air Booking Data	

Business Task: 207 Department Management and Administration

Description : Department Management and Administration involves general department management functions and tasks.

Info Class Label: Internal

Record Class Details:

Info Class Code 09207 - ADM100 **Record Class Name** Administration

Official Retention Period 3

Record Description Records documenting business unit administration activities. Includes administrative records such as departmental correspondence and desk calendars. Includes internal service records such as reproduction, graphics, mail, messenger, computer support and housekeeping. Includes records related to the transfer of company records to off-site storage.

Record Type Examples	Override Info Class Label
Mail Operations/Administration	
Supplies Administration	
Equipment Instructions/Service	
Cafeteria Administration	
Associations/Memberships	
Agenda/Schedules	
Chronological Files	
Calendar Books	
Administrative Files	
Objectives - Administrative	
Records Transmittals	
Administration Committee Meetings/Minutes	
Calendars	
Departmental Correspondence	
Warranties on Purchased Products	
Expense/Budget Statements (Departmental)	

Record Retention Schedule



Record Class Details:

Info Class Code 09207 - ADM130 Record Class Name Reference Materials - General Reference

Official Retention Period ACT

Record Description Records used specifically for reference purposes, such as copies of periodical articles, legislative materials, related project materials.

Record Type Examples	Override Info Class Label
Reference Materials	
Library	
Reference Articles	
Subject Correspondence	
Books, Informational and Technical	
Management Articles	
Newsletter (The Investor)	

Record Class Details:

Info Class Code 18207 - ENG160 Record Class Name Reference Materials

Official Retention Period ACT

Record Description Documents kept for reference or business purposes.

Record Type Examples	Override Info Class Label
System and Procedure Manuals	
Newsletters	
Information Manuals	
Engineering Literature	
Vendor Reference Materials including Proposals, Pricing and Brochures	
Clipping Services	

Record Retention Schedule



Business Function: 10 Financial Management **Description :** Supports the aggregate set of accounting practices and procedures that allow for the accurate, efficient, transparent, and effective handling of all organizational revenues, funding, and expenditures.

Business Task: 046 Financial Reporting Information **Description :** Provides financial information, reporting and analysis of financial transactions.

Info Class Label: Internal

Record Class Details:

Info Class Code 10046 - ACC190 **Record Class Name** Financial Management Reporting

Official Retention Period MAX3

Record Description Reports and documents providing useful sales, accounting, financial, and inventory information to management. These records are not part of accounting transaction processing or financial statement functions.

Record Type Examples	Override Info Class Label
Accounts Receivable Reports (Financial Management Reporting)	
Cost Audit Reports (Financial Management Reporting)	
Performance Summary Reports (Financial Management Reporting)	
Key Indicators (Financial Management Reporting)	
Accounts Payable Reports (Financial Management Reporting)	
Statistics Report by Quarter (Financial Management Reporting)	
Share Aggregation (Financial Management Reporting)	
Status Reports (Financial Management Reporting)	
Monthly Reports (Financial Management Reporting)	
Year End (Financial Management Reporting)	
Global Growth Report (Financial Management Reporting)	

Record Class Details:

Info Class Code 10046 - FIN190 **Record Class Name** Management Reporting

Official Retention Period 3

Record Description Reports and documents providing useful sales, accounting, financial, and inventory information to management. These records are not part of accounting transaction processing or financial statement functions. Included in this class are financial performance reports and forecasts.

Record Type Examples	Override Info Class Label
Senior Finance Package Compared by Plan	
Status Reports	
Sales/Receivables and Variances	
Operations Review Packages	
Sales/Profit/Receivables/Cash Flow by Program	
Key Indicators	
Cost Audit Reports	
Forecast System	
Performance Summary Reports	
Manpower Forecasts	
Total Cost System (Cost Centers/Plants)	
Manufacturing Performance Reporting System	
Program Review Packages	
Monthly Reports	
Statistics Report by Quarter	
Labor Summary Reports	
Access Reports (Performance Reports)	
Performance Variance Reports	
Program Variance by Project	

Record Retention Schedule



Business Task: 047 Budget & Finance

Description:

Supports the management of the organizational budget process including the development of plans and programs, budgets, and performance outputs and outcomes as well as financing organizational programs and operations through appropriation and apportionment of direct and reimbursable spending authority, fund transfers, investments and other financing mechanisms.

Info Class Label: Internal

Record Class Details:

Info Class Code 10047 - ACC180 **Record Class Name** External Financing - Loans

Official Retention Period ACT+6

Record Description Records related to the applications, issuance, management, and administration of loans to Honeywell. Includes correspondence with lenders, reports to lenders, debt information and work papers.

Record Type Examples	Override Info Class Label
Financing Documentation (External Financing)	
Debt Information (External Financing)	
Loans (External Financing)	
Letters of Credit (External Financing)	
Loan Work papers (External Financing)	
Correspondence (External Financing)	
Debt Issuance and Ratings Reports (External Financing)	
External Financing -- Lender Reports and Correspondence	

Record Class Details:

Info Class Code 10047 - FIN110 **Record Class Name** Budgets and Financial Forecasts

Official Retention Period ACT+1

Record Description Records related to internal planning and financial management. Includes records of Honeywell's income, expenses, and cash flow on a monthly, quarterly, and annual basis. Includes fiscal year budgets for business areas and earnings forecasts and analysis. Includes monthly, quarterly, and annual reports summarizing financial budgets and goals.

Record Type Examples	Override Info Class Label
Correspondence Related to Budget and Variance Analysis	
Monthly Sales Results	
Budget Analysis and Data	
Budgets	
Capital Budgets	
Budget Work papers	
Operating Budgets	
Multi-Year Business Plans	
Financial Forecasts	
Forecasts -- Operating and Capital	
Budget to Actual Results	
Business Area P&Ls	

Record Class Details:

Info Class Code 10047 - FIN120 **Record Class Name** External Financing - Bonds and Debentures

Official Retention Period ACT+6

Record Description Records related to Honeywell's own debt and equity papers.

Record Type Examples	Override Info Class Label
Certificate Transfers	
Sinking Funds	
Receivables Sinking Funds	
Notes Receivables	
Industrial Revenue Bonds	
Bonds	
Debenture Ledgers	

Record Class Details:

Record Retention Schedule



Info Class Code 10047 - FIN130 **Record Class Name** External Financing - Initial Public Offering (IPO) Records / Stock Issuance
Official Retention Period IND
Record Description Records related to major financing efforts of Honeywell.

Record Type Examples	Override Info Class Label
IPO Records	
Debt Offerings	
Corporate Financing Records	

Business Task: 048 Accounting

Description : Supports accounting for assets, liabilities, fund balances, revenues and expenses associated with the maintenance of organizational funds and expenditure of organizational appropriations (Salaries and Expenses, Operation and Maintenance, Procurement, Working Capital, Trust Funds, etc.), in accordance with applicable organizational standards.

Info Class Label: Internal

Record Class Details:

Info Class Code 10048 - ACC170 **Record Class Name** Escheat Property
Official Retention Period 10

Record Description Records that document the inability to locate the recipient of monies or property and the associated compliance with abandoned property laws.

Record Type Examples	Override Info Class Label
Abandoned Property Records	
Escheat Records	

Record Class Details:

Info Class Code 10048 - ACC200 **Record Class Name** Foreign Currency Management
Official Retention Period IND

Record Description Records documenting the use of foreign money in settlement of foreign trade.

Record Type Examples	Override Info Class Label
*Currency Buys/Sells	
*Foreign Exchange Drafts	
*Foreign Deal Slips/Confirmations	
*Currency Exchange Records	
*Foreign Currency Exchange	

Record Class Details:

Info Class Code 10048 - FIN100 **Record Class Name** Banking
Official Retention Period 6

Record Description Records related to banking activities. Includes deposits, checks, statements, reconciliations, drafts, automatic deposit plans, and cash management. Includes records that establish the terms and conditions for banking activities, correspondence about the accounts, and analyses and audits of the accounts.

Record Type Examples	Override Info Class Label
*Wire Transfers	
*Cancelled Checks	
*Bank Account Files	
Voided Checks	
Check Registers	
*Bank Account Statements	
*Cashbooks	
Deposit Slips	
*Wire Transfer Notifications	
*Bank Account Reconciliations	

Record Class Details:

Info Class Code 10048 - FIN140 **Record Class Name** Financial Statements

Record Retention Schedule



Official Retention Period 10

Record Description Financial statements, reports, and background information submitted to government agencies (Securities and Exchange Commission (SEC), Internal Revenue Service (IRS), states, etc.), shareholders, and others. Includes financial statements from subsidiaries and divisions.

Record Type Examples	Override Info Class Label
Annual Reports	
Financial Statements	
Ownership Records - Directors and Officers	
SEC Filings (10Qs, 10Ks, 8Ks)	
Consolidated Balance Sheet & Income Statement	

Record Class Details:

Info Class Code 10048 - FIN150 **Record Class Name** General Ledger - Journal Entries

Official Retention Period 6

Record Description Records used to record transactions / activities to the Corporation's general ledger. This includes records used to transfer charges between accounts and for summarizing account information.

Record Type Examples	Override Info Class Label
Journal Vouchers	
Suspense Accounting	
Journal Entries - Calculations from Outside Sources	
Accruals	
Accounts Payable, Payroll, Cash/Accounting	
Manual Journal Entries and Supporting Documentation	
Journal Entries - Accounts Receivable	

Record Class Details:

Info Class Code 10048 - FIN170 **Record Class Name** General Ledger - Year-End Ledger and Trial Balances

Official Retention Period 10

Record Description Records related to the general ledger. Includes the actual general ledger that summarizes all corporate accounts.

Record Type Examples	Override Info Class Label
Year-End Ledger	
General Ledger Summaries	
Trial Balances	
General Ledger Detail	
Budget vs. Actual Reports	

Record Class Details:

Info Class Code 10048 - FIN180 **Record Class Name** Interim Financial Records

Official Retention Period 3

Record Description Records related to interim financial records including interim inventory records, interim general ledgers, and interim financial reporting. Interim financial records that are superseded by year-end versions.

Record Type Examples	Override Info Class Label
Subsidiary Records -- Interim	
Financial Statements -- Interim / Monthly / Quarterly	
General Ledger -- Interim	
Inventory Records -- Interim	
Earnings -- Interim / Monthly / Quarterly	

Business Task: 049 Payments

Description : Supports disbursements of organizational funds, via a variety of mechanisms, to organizational and third party individuals, organizational entities, clients, suppliers, and other third parties, to effect payment for goods and services, or distribute entitlements, benefits, grants, subsidies, loans, or claims.

Info Class Label: Internal

Record Class Details:

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Record Retention Schedule



Info Class Code 10049 - ACC100 **Record Class Name** Accounts Payable - Invoices and Vouchers

Official Retention Period ACT+7

Record Description Records related to payment of financial obligations. These documents verify the purchase of goods and services. Includes vendor invoices and supporting documents needed to verify the accuracy of the invoice and to authorize payment.

Record Type Examples	Override Info Class Label
Service Orders	
Dealer Claim Forms	
Vendor Files (Payables)	
*Material Receipts	
Market Development Fund Rebate Application	
*Payables	
Receiving / Shipping / Traffic Invoices (Including Aerospace)	
*Invoices and Supporting Documentation	
*Cash Disbursements	
Accounts Payable Vouchers (NTDR)	
*Vouchers (Payables)	
Rebate Claim Forms	
*Purchase Orders (Accounting Copy)	
*Check Requests	

Record Class Details:

Info Class Code 10049 - ACC160 **Record Class Name** Employee Expenses

Official Retention Period ACT+7

Record Description Records used to manage and administer the employee expense reimbursement function. Includes forms issued by employees for reimbursement, audit reports, authorizations, travel and expenses, etc.

Record Type Examples	Override Info Class Label
Travel Expense Administration Records	
*Employee Expense Reports	
*Travel and Moving Expenses	
*Expense Receipts and Back-up Documentation	

Record Class Details:

Info Class Code 10049 - COR160 **Record Class Name** Corporate Stock Transactions - Stock Redemption and Cancelled Stock Certificates

Official Retention Period ACT+6

Record Description Records related to the repayment of issued corporate stock. Includes copies of cancelled stock certificates returned to Honeywell by the transfer agent.

Record Type Examples	Override Info Class Label
Supporting Documents	
Stock Redemptions	
Stock Certificates (Cancelled)	

Record Class Details:

Info Class Code 10049 - COR170 **Record Class Name** Dividends / Interest - Payable

Official Retention Period 6

Record Description Records related to dividends and interest due for payment by Honeywell.

Record Type Examples	Override Info Class Label
Interest Coupons (Paid / Unpaid)	
Payable Listing	

Record Class Details:

Info Class Code 10049 - LOG140 **Record Class Name** Freight Payment

Official Retention Period ACT+7

Record Retention Schedule



Record Description Records related to payment of financial obligations by Honeywell for the transportation of goods throughout the United States and abroad.

Record Type Examples	Override Info Class Label
Freight Invoices	
Freight Payment Contracts	

Record Class Details:

Info Class Code 10049 - LOG180 **Record Class Name** Receiving Documentation

Official Retention Period 5

Record Description Records that include commercial and military receiving records. Includes import records such as customs information and brokerage material.

Record Type Examples	Override Info Class Label
Customs Reporting	
Brokerage Material	
Customs Payments	
Proof of Import	
TSCA Import Certifications	
Traceable Certifications	
Receiving Reports and Inspections	
Customs Bonds	

Business Task: 050 Collections and Receivables

Description : Includes deposits, fund transfers, and receipts for sales or service.

Info Class Label: Internal

Record Class Details:

Info Class Code 10050 - ACC105 **Record Class Name** Accounts Payable - Aerospace Invoices and Vouchers

Official Retention Period IND

Record Description Records related to payment of financial obligations specific to aerospace. These documents verify the purchase of goods and services. Includes vendor invoices and supporting documents needed to verify the accuracy of the invoice and to authorize payment. Does not include non-aerospace invoices and vouchers.

See ACC100 for Accounts Payable - Invoices and Vouchers.

Record Type Examples	Override Info Class Label
*Accounts Payable Vouchers	
Cash Disbursements	
Check Requests	
Dealer Claim Forms	
Invoices and Supporting Documentation	
Market Development Fund Rebate Application	
Material Receipts	
Payables	
Purchase Orders (Accounting Copy)	
Rebate Claim Forms	
Receiving / Shipping / Traffic Invoices	
Service Orders	
Vendor Files (Payables)	
Vouchers (Payables)	

Record Class Details:

Info Class Code 10050 - ACC110 **Record Class Name** Accounts Receivable - Cash Receipts

Official Retention Period ACT+7

Record Description Records documenting cash receipts of payments received from customers.

Record Retention Schedule



Record Type Examples	Override Info Class Label
*Electronic Remittance	
*Month-End Reconciliations and Reports (Cash Receipts)	
Remittance-Related Correspondence	
*Wire Transfer Payments	
*Wire Sheets	
Customer Check Copies	
*Debit Memos	
*Invoices (AR)	
*Credit Memos/Vouchers	
Return Material Authorizations	
Remittance Advices and Records	

Record Class Details:

Info Class Code 10050 - LOG190 Record Class Name Shipping Documentation

Official Retention Period 5

Record Description "Records that include commercial and military shipping records. Includes export records such as customs information, brokerage material and export history. Does not include aerospace or non-US.

Record Type Examples	Override Info Class Label
Commercial Invoices	
Airway Bills	
Packaging Slips	
Customs Forms	
TSCA Export Notifications	
Customs Export Licenses	
Acceptance Tags	
Bills of Lading	
Export Licenses	
Export Declarations	
DD Forms	
Records of Insurance and Customs Bonds Protecting Shipments	

Record Class Details:

Info Class Code 10050 - LOG195 Record Class Name Shipping Documentation - Aerospace

Official Retention Period 20

Record Description "Records related to shipping documentation for aerospace. Includes aerospace shipping and inspection records. Does not include non-US and non-Aerospace.

Record Type Examples	Override Info Class Label
Airway Bills - Aerospace	
Commercial Invoices - Aerospace	
Acceptance Tags - Aerospace	
Bills of Lading - Aerospace	
Records of Insurance and Bonds Protecting Shipments - Aerospace	
Packaging Slips - Aerospace	
Shipping Documents // Aerospace (General & Inspection)	
DD Forms - Aerospace	

Record Class Details:

Info Class Code 10050 - SAL110 Record Class Name Client Billing - Invoices and Supporting Documentation

Official Retention Period ACT+7

Record Description Records related to the invoicing of clients for work performed by each local office.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Invoices & Supporting Documentation (Client Billing)	
Debit Memoranda	
Credit Memoranda	

Record Class Details:

Info Class Code 10050 - SAL170 Record Class Name Orders - Aerospace

Official Retention Period ACT+7

Record Description Records related to orders received by Honeywell for aerospace products; the type and quantity of the products and services to be delivered.

Record Type Examples	Override Info Class Label
Repair Orders	
Contract Review Documents	
Sales Orders and Corresponding Documentation	
Contract Requirements Flowdown Documents	
Propulsion Engine Order Records	
Engine Fuel Controls (Pneumatic / Hydro mechanical / Electronic) Order Records	
Aviation Turbocharger Order Records	
Autopilot and Flight Management System Order Records	
Auxiliary Power Unit (Business Aviation) Order Records	

Record Class Details:

Info Class Code 10050 - SAL180 Record Class Name Orders - Non-Aerospace

Official Retention Period ACT+7

Record Description Records related to orders received by Honeywell for non-aerospace products; the type and quantity of services and products to be delivered.

Record Type Examples	Override Info Class Label
Service Charges / Reports	
Acknowledgements	
Charges	
Customer Files	
Remittance Statement Reports	
Repairs	
Trade Reports	

Business Task: 079 General Retirement and Disability Program Management

Description: General Retirement and Disability Program Management involves the development and management of retirement benefits, pensions, and income security for those who are retired or disabled.

Info Class Label: Internal

Record Class Details:

Info Class Code 10079 - ACC220 Record Class Name Investment Management - Pension Plans

Official Retention Period IND

Record Description Records related to investments for Honeywell-provided pension and retirement funds.

Record Type Examples	Override Info Class Label
Pension Correspondence	
Actuarial Reports	
Pension Fund Trustee Statements	
Pension Fund Manager Files	
Pension Reporting	
Performance and Strategy Reports	
Investment Data	
Investment Transaction Lists	

Record Retention Schedule



Business Task: 206 Acquisitions and Divestitures

Description : All activities involved in the purchase of companies by Honeywell or the sale of Honeywell companies to others.

Info Class Label: Restricted - Regulatory Restricted - Financial Restricted

Record Class Details:

Info Class Code 10206 - AUD130 **Record Class Name** Government Compliance and Reporting - Antitrust Acquisition Reporting

Official Retention Period 6

Record Description Records related to Securities and Exchange Commission (SEC) reporting for acquisition transactions exceeding ten million dollars. Includes the filings to the SEC.

Record Type Examples	Override Info Class Label
SEC Filings	
Acquisition Reporting Records (Compliance)	
Disclosures (Acquisitions)	

Record Class Details:

Info Class Code 10206 - COR100 **Record Class Name** Acquisitions and Divestitures - Completed Deals

Official Retention Period IND

Record Description Records related to extensive research that was conducted prior to the acquisition of an organization by Honeywell. Includes records for completed deals, general, historical and financial information about Honeywell. Does not include records related to failed deals.

See COR105 for Acquisitions and Divestitures - Failed Acquisitions.

Record Type Examples	Override Info Class Label
Due Diligence Records - Completed Deals	
Confidentiality Agreement - Completed Deals	
Acquisition Valuations - Completed Deals	
Bid Letters - Completed Deals	
Confirmation Letter - Completed Deals	
Acquisition and/or Merger Papers	
Disposition Studies - Completed Deals	
Disposition Proposals - Completed Deals	
Financial Studies - Completed Deals	
Acquisition Studies - Completed Deals	
Historical Records - Completed Deals	

Record Class Details:

Info Class Code 10206 - COR105 **Record Class Name** Acquisitions and Divestitures - Failed Acquisitions

Official Retention Period 5

Record Description Records related to extensive research that was conducted prior to the acquisition of an organization by Honeywell. Includes records for failed completed deals, general, historical and financial information about Honeywell. Does not include records for completed deals.

See COR100 for Acquisitions and Divestitures - Completed Deals.

Record Type Examples	Override Info Class Label
Bid Letters - Failed Completed Deals	
Confirmation Letter - Failed Completed Deals	
Acquisition Valuations - Failed Completed Deals	
Confidentiality Agreement - Failed Completed Deals	
Acquisition Studies - Failed Completed Deals	
Disposition Proposals - Failed Completed Deals	
Disposition Studies - Failed Completed Deals	
Due Diligence Records - Failed Completed Deals	
Financial Studies - Failed Completed Deals	
Historical Records - Failed Completed Deals	

Record Class Details:

Info Class Code 10206 - CRM095 **Record Class Name** Acquisitions & Divestitures

Record Retention Schedule



Official Retention Period IND

Record Description All documents related to sale and purchase agreements related to Corporate Risk Management.

Record Type Examples	Override Info Class Label
Reports	
Policies	Internal
Agreements	
Correspondence	

Record Retention Schedule



Business Function: 11 Human Resources

Description : Supports all activities associated with the recruitment and management of personnel.

Business Task: 051 Benefits Management **Description :** Supports the administration of entitled benefits for organizational personnel such as retirement, medical, disability, and insurance.

Info Class Label: Restricted - Sensitive Identification Data (SID) Restricted

Record Class Details:

Info Class Code 11051 - HRB100 **Record Class Name** Benefit Administration - General

Official Retention Period IND

Record Description Records related to the general management and administration of corporate benefit plans. Includes plan-related and vendor correspondence and general employee communications relative to benefits.

Record Type Examples	Override Info Class Label
Benefit Plan Administration File	
Insurance Booklets	Internal
Correspondence (Benefit Administration)	
Benefit Communications	

Record Class Details:

Info Class Code 11051 - HRB110 **Record Class Name** Benefit Administration - Retiree Benefits Plan Reporting

Official Retention Period IND

Record Description Records related to the management and administration of corporate employee retirement programs. Includes 5500's, annual valuation reports and correspondence.

Record Type Examples	Override Info Class Label
Actuarial Reports	
HMO Billings (Retiree Benefits)	
Supplemental and Unfunded Benefits (AFB and AFB)	
Retiree Benefits -- Group Insurance Deductions	
Annuitants Reports	
Correspondence (Retirement Plans)	
Annual Audit Work papers	
Trust Reconciliation	

Record Class Details:

Info Class Code 11051 - HRB120 **Record Class Name** Benefit Administration - Stock Plan Administration

Official Retention Period IND

Record Description Records related to the administration and management of Honeywell stock option and stock purchase plans. Includes reports that summarize the allocation, granting, and exercising of employee stock options.

Record Retention Schedule



Record Type Examples	Override Info Class Label
1099s, 1984	
Confirmation Statements	
System Releases	
Reports Compensation Committee Minutes	
Options Allocation Schedules	
Special Projects Binders	
Year End Deduction Reports	
Stock Registers	
SSEOP	
Stock Option Summary	
Options Exercise Documentation	
Stock Option Grants Documentation	
Special Status Participation Reports	
State Street Check Registers	
Financial Account Adjustment Binders	
Distribution Statements	
Distribution Ledger	
Directors Plan Binders	
Stock Option Program Salaried Employees Documentation	
Annual Summary of Stock Option Grants	
Payroll Reconciliation Binders	
Non-qualified (NQ) Reconciliations	
Quarterly Statements	
Non-qualified (NQ) Journal Vouchers	
Non-qualified (NQ) Annual Payment Reports	
Loan Interest Statements	
Acquisition and Divestiture Binders	
Legacy Honeywell Binders	
415 Refund Information	
Participant Account Status Reports	
Payroll Funding Binders	
Thrift Plan	
Payroll Interface Team Special Project Files	
Legacy Company (Acquisitions) Files and Binders	
Legacy Company (Acquired) Incentive Plan	
Charge Back Sheets	
Highly Compensated Employee (HCE) Determination Files	
Frozen Fund Data	
Payroll Registers	
Purged Record Information	

Record Class Details:

Info Class Code 11051 - HRB130 Record Class Name Benefit Enrollment and Participation - Benefits Summary Records

Official Retention Period IND

Record Description Records summarizing total employee enrollment and participation in Honeywell-sponsored benefit programs.

Record Type Examples	Override Info Class Label
Deduction Control Records	
Benefits Accrued Reports	
Years of Service Reports	
Summary of Benefit Contribution	
Benefit Contributions Employer	

Record Class Details:

Info Class Code 11051 - HRB140 Record Class Name Benefit Enrollment and Participation - General

Official Retention Period IND

Record Retention Schedule



Record Description Records of elections by employees for type and amount of participation in Honeywell-sponsored benefit plans; employee's beneficiary designations; and other short-term records, such as change of address forms. Includes records required to confirm eligibility for benefits.

Record Type Examples	Override Info Class Label
Beneficiary Designations	
Enrollment and Elections Group Documentation	
Correspondence (Benefits Enrollment)	
Change of Address (Benefits Enrollment)	
Benefit Enrollment/Application Forms	
Health and Accident Insurance	

Record Class Details:

Info Class Code 11051 - HRB150 **Record Class Name** Benefit Enrollment and Participation - Loan Applications

Official Retention Period ACT+6

Record Description Records related to money borrowed by an employee against their retirement plan. Includes loan application and related correspondence.

Record Type Examples	Override Info Class Label
Correspondence (Retirement Plan Loans)	
Loan Status Reports	
Loan Application (Retirement Plan Loans)	

Record Class Details:

Info Class Code 11051 - HRB160 **Record Class Name** Benefit Plan Texts and Amendments

Official Retention Period IND

Record Description Records related to Honeywell-sponsored benefit plans. Includes insurance, pension disability, survivor programs, ESOP, PAYSOP, vesting criteria, vacation entitlements, educational assistance, savings plans, and any seniority or merit systems.

Record Type Examples	Override Info Class Label
Benefit Plan Amendments	
Savings Plan Processing	
Savings Plan Balances and Record Keeper Reports	
Benefit Plan Documentation	
Savings Bond Register	

Record Class Details:

Info Class Code 11051 - HRB170 **Record Class Name** Benefits Administration - Health & Welfare Administration

Official Retention Period IND

Record Description Records related to the management and administration of benefits for nonpays, medical, dental, life and insurance plans. This includes records such as lump-sum retirees, special medical, payments to medical and dental carriers.

Record Type Examples	Override Info Class Label
Statements (Health & Welfare)	
Correspondence (Health & Welfare)	
Direct Reimbursement Records	
Wires (Health & Welfare)	
Internal Billing	
Checks (Health & Welfare)	
Deposits (Health & Welfare)	
Expense Allocations	
HMO Billings (Health & Welfare)	
History of Cost Sharing (Health & Welfare)	
Invoices (Health & Welfare)	
Benefit Payments	
Claims - Basic Hospital, Inactive Medical, Self Insurance	

Record Class Details:

Record Retention Schedule



Info Class Code 11051 - HRB180 **Record Class Name** Benefits Administration - Leave of Absence
Official Retention Period IND

Record Description Records related to the administration of LOA Policies, such as Family and/or Medical Leave, Civil Leave, Military Leave.

Record Type Examples	Override Info Class Label
Leave of Absence Policies	
Correspondence (Leave of Absence)	

Record Class Details:

Info Class Code 11051 - HRB190 **Record Class Name** Benefits Plan Development - Actuarial Reports

Official Retention Period IND

Record Description Reports projecting life expectancy, future benefits and other information needed to calculate contributions and provisions of benefit programs.

Record Type Examples	Override Info Class Label
Life Expectancy Reports	
Actuarial Reports	
Actuarial Studies	

Record Class Details:

Info Class Code 11051 - HRE140 **Record Class Name** Employee Relocation

Official Retention Period 6

Record Description Records related to the relocation of employees, both domestic and international. Includes approval forms and relocation expense documentation.

Record Type Examples	Override Info Class Label
Paid Freight Bills (Relocation Copies)	
Contracts with Outside Providers Handling Domestic & International Relocation	
Household Goods Storage Records	Internal
Relocation Authorizations	Internal
Transmittal Documentation (Relocation)	Internal

Business Task: 052 Personnel Management **Description:** Supports the general management of the organizational workforce, including functions such as personnel action processing, employee tracking, position classification and management, discipline/grievance, advancement and awards, and labor relations.

Info Class Label: Restricted - Sensitive Identification Data (SID) Restricted

Record Class Details:

Info Class Code 11052 - HRE130 **Record Class Name** Employee Relations

Official Retention Period ACT+6

Record Description Records related to employees concerns, complaints, employee assistance programs, referrals, and disciplinary records.

Record Type Examples	Override Info Class Label
Employee Appeals	
Reduction in Force (RIF) Records and Lay-Off Records	
Transition/Repositioning Documents	
Disciplinary Documents including but not Limited to Employee Warnings, Employee Complaints, Written Discipline Notices (Employee Situations), Early Warning Notices	
Employee Investigations	
Tribunal/Court Cases and Agency Matters Including EEOC Case Files	
Employee Matters	
EAP (Employee Assistance Program)	
Attorney Work Product Investigations (Employee Situations)	

Record Class Details:

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Record Retention Schedule



Info Class Code 11052 - HRE170 **Record Class Name** Job Descriptions

Official Retention Period ACT+10

Record Description Records related to job descriptions, including summary of position responsibilities, requirements, reporting relationships and functional job descriptions which describe the physical requirements for the job.

Record Type Examples	Override Info Class Label
Position Descriptions	
Job Descriptions	
Functional Job Description	

Record Class Details:

Info Class Code 11052 - HRE190 **Record Class Name** Personnel Files

Official Retention Period ACT+6

Record Description Records regarding employees beginning with their initial hire. Includes promotions, performance appraisals, transfers, reinstatements, etc. These records provide a history of employment.

Record Type Examples	Override Info Class Label
Employee Situations	
Justifications for Pay Increases/Salary Changes	
Reference Checks	
Job History Records	
Education Certificates	
Background Checks	
Performance Appraisals	
Employee Warnings	
Conditional Offer of Acceptance	
Employee Awards	
Commendation Letters	
Termination Status	
Surveys - Employee Satisfaction	
Training Records	
Resumes	
References	
Employee Counseling	
Employee Anniversaries	
Industrial Security Personnel Records	
Employee Agreements	
Sign-Off Letters	
Address Changes	
Disciplinary Actions	
Skills Assessments	
Actuarial Studies	
Attendance Records	
Applications	
College Transcripts	
Continuing Education Records	
Letter of Acceptance	

Record Class Details:

Info Class Code 11052 - HRE195 **Record Class Name** Personnel Files - Leave of Absence

Official Retention Period ACT+6

Record Description Records related to the administration of LOA policies such as Family and/or Medical Leave, Civil Leave and Military Leave.

Record Type Examples	Override Info Class Label
Leave of Absence Policies	(Internal)
Correspondence - Leave of Absence	

Record Class Details:

Record Retention Schedule



Info Class Code 11052 - LEG110 **Record Class Name** Contracts and Agreements - Employee Agreements
Official Retention Period ACT+7

Record Description Records related to obligations under contracts, leases, and other agreements between Honeywell and employees. Includes confidentiality and other employment agreements.

Record Type Examples	Override Info Class Label
Employee Intellectual Property Agreements	
Non-Compete Agreements	
Employee Confidentiality Agreements	
At-Will Employment Agreements	
Employment Agreements	

Business Task: 053 Payroll Management and Expense Reimbursement

Description : Supports the administration and determination of organizational employee compensation.

Info Class Label: Internal

Record Class Details:

Info Class Code 11053 - HRC100 **Record Class Name** Compensation - Board and Committee
Official Retention Period ACT+7

Record Description Records relating to the administration of compensation paid to outside board of directors.

Record Type Examples	Override Info Class Label
Board and Committee Compensation Reference Files	
Outside Directors Compensation Program Records	

Record Class Details:

Info Class Code 11053 - HRE100 **Record Class Name** Compensation - Salary Administration
Official Retention Period ACT+6

Record Description Records documenting the determination and monitoring of management and non-management salary programs/structures, incentive programs, job classifications and placements, allowances, etc. Includes pay scales, salary surveys, benchmark job descriptions, etc

Record Type Examples	Override Info Class Label
Wage Rate Changes	
Bonus Plans	
Commission Payments	
Salary Programs / Structures	
Salary Ranges / Salary Classification	
Job Evaluations	
Incentive Programs	
Employee Allowances	
Policies & Procedures Relating to Compensation Determinations	
Job Descriptions	
Commission Plans	
Salary Benchmarking	

Record Class Details:

Info Class Code 11053 - LEG230 **Record Class Name** Garnishment Accounting
Official Retention Period ACT+6

Record Description Records related to the withholding and payment to third parties of amounts garnished from employee wages as required by court order.

Record Type Examples	Override Info Class Label
Court Orders	
Assignments, Attachments, Garnishments	
Federal Levies	
Garnishment Reports	
Child Support Orders	

Record Retention Schedule



Record Class Details:

Info Class Code 11053 - PAY100 Record Class Name Employee Time and Attendance Records

Official Retention Period 5

Record Description Records related to the identification and reporting of hours worked. Includes all time card and time sheets submitted to payroll in order to record hours worked (or hours on vacation) for a particular period.

Record Type Examples	Override Info Class Label
Time Cards	
Patent Payments	
Audit Sheets	
Vacation Requests	
Attendance Calendars / Records	
E-mail Supporting Payments on Payroll Checks	
Weekly Reports, i.e. Terminations, New Hires, Additional Pay	
Death Payments	
Union Grievances	
Control Records	

Record Class Details:

Info Class Code 11053 - PAY110 Record Class Name Payroll Accounting - Commission Calculation and Reporting

Official Retention Period 6

Record Description Records related to sales commission calculations and payments.

Record Type Examples	Override Info Class Label
Commissions and Sales Foreign	
Commission Calculations	
Individual Performance Reports (Commissions)	
Commission Statements	
Reports of Commissions Paid	
Commissions Accrued	
Commission Schedules	
Commissions Payable Statement	

Record Class Details:

Info Class Code 11053 - PAY120 Record Class Name Payroll Accounting - General

Official Retention Period ACT+7

Record Description Records documenting payroll and benefits accounting including input records, summary statements and history.

Record Type Examples	Override Info Class Label
Benefits Accounting -- Re-edit	
Exception Reports	
Monthly Payroll Disbursement Reconciliations	
Benefits Accounting -- Unit Value Worksheet	
Authorizations for Deductions From Employees' Earnings	
Benefits Accounting -- Account Status Reports	
Benefits Accounting -- Close Out	
Benefits Accounting -- Edits, Final	
Benefits Accounting -- Plan Accounting Reports	
Benefits Accounting -- Reconciliations	
Payroll Vouchers	
Payroll Records	
Benefits Accounting -- Withdrawal	
Payroll History	

Business Task: 054 Resource Training and Development

Description : Supports the active building of capacities in staff members through formal education, technical training, or other means of education.

Info Class Label: Internal

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Record Retention Schedule



Record Class Details:

Info Class Code 11054 - HRE150 **Record Class Name** Employee Training / Attendance, Certification and Development

Official Retention Period ACT+5

Record Description Records related to the development, attendance and operation of Honeywell-and vendor sponsored training programs and seminars. Includes seminars, educational assistance, management and supervision development. Also includes records related to educational training and attendance and completion records

Record Type Examples	Override Info Class Label
Course Evaluation Seminars	
Course Manuals - General Training and Development Programs	
Course Schedules	
Training Plans	
Tuition Reimbursement Records	
Employee Training Requirements/Records	
Course Sign-In Sheets	
Attendance and Course Content Documentation (Noise, Forklift, Confined Space)	

Record Class Details:

Info Class Code 11054 - HRE200 **Record Class Name** Training and Development Programs - Health, Safety & Environmental

Official Retention Period ACT+5

Record Description Records documenting Health, Safety & Environmental (HS&E) training provided to employees.

Record Type Examples	Override Info Class Label
Resource Conservation and Recovery/Act	
Training Program Documentation	
Training Course Manuals	
Training Needs Assessment	
Training Presentation Materials	
Regulatory Required Training	

Business Task: 055 Security Clearance Management

Description : Supports the processes associated with ensuring employees, contractors, and others have been approved to enter organizational buildings, utilize organizational services, and access sensitive information.

Info Class Label: Restricted - Confidentiality or Integrity High

Record Class Details:

Info Class Code 11055 - ADM140 **Record Class Name** Security - General

Official Retention Period 6

Record Description Records related to routine security actions taken to protect Honeywell employees, equipment, buildings and information. Includes password lists, access lists, and investigations.

Record Type Examples	Override Info Class Label
Plant Clearances Records	
Security Programs	
Visitor Registration Logs	Internal
Building Access Lists	
Incidents and Investigations	
Technology Control Plan	
Facility Clearances	
Badge Lists	
Security Correspondence	
Computer Passwords	
Personnel Security Clearance Records	

Business Task: 056 Staff Recruitment and Employment

Description : Supports the active marketing and hiring of personnel to fill opportunities and vacancies within an organization.

Record Retention Schedule



Info Class Label: Internal

Record Class Details:

Info Class Code 11056 - HRE120 Record Class Name Employee Recruitment and Selection
Official Retention Period 3

Record Description Records related to personnel requests, job applications testing, advertising, position descriptions, interviews, etc. Includes applications, job postings, personnel requisitions, and candidate evaluations. Includes applications from current employees who apply for open positions.

Record Type Examples	Override Info Class Label
Background Investigations	Restricted Sensitive Identification Data (SID) Restricted
Candidate Evaluations (Including Interview Notes and Matrices)	
Personnel Requisitions	
Job Advertisements Including JWT, Ad Agencies, Media, Non-JWT	
Job Postings	
Help Wanted Ads	
Applications	

Business Task: 075 Labor Rights Management

Description : Labor Rights Management refers to those activities undertaken to ensure that employees and employers are aware of and comply with all statutes and regulations concerning labor rights, including those pertaining to wages, benefits, safety, health, whistle blower, and nondiscrimination policies.

Info Class Label: Internal

Record Class Details:

Info Class Code 11075 - HRE160 Record Class Name Equal Employment Opportunity
Official Retention Period ACT+6

Record Description Records documenting Honeywell's compliance with its equal employment policies. Includes reports which Honeywell is required to file with the Equal Employment Opportunity Commission identifying the workforce demographics.

Record Type Examples	Override Info Class Label
Affirmative Action Materials	
Discrimination Cases	
Diversity Records	
Reference Materials (Equal Employment)	
Sexual Harassment Records	
EEO-1 Report	
Applicant Flow Log	

Record Class Details:

Info Class Code 11075 - HRE165 Record Class Name Foreign National Resident Eligibility (VISA)
Official Retention Period ACT+3

Record Description Records related to foreign national resident eligibility and immigration issues for employees. Includes foreign national resident eligibility (Visa).

Record Type Examples	Override Info Class Label
Foreign National Resident Eligibility (VISA)	
Right to Work Documents in All Countries	

Record Class Details:

Info Class Code 11075 - HRE180 Record Class Name Labor Relations
Official Retention Period ACT+6

Record Description Records related to relations between Honeywell, labor unions, and employees. Includes arbitration records and records documenting Honeywell's bargaining relationship with the labor unit, and records regarding unsettled labor controversies which are presented to an arbitrator.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Labor Disputes	
Arbitration Records (Briefs, Transcripts, Awards)	
Work Council Agreements	
Correspondence	
Collective Bargaining Agreements	
Collective Bargaining Documents (Planning, Proposals, Drafts, Notes from Bargaining)	
Unfair Labor Charges	
Grievances	

Business Task: 076 Worker Safety

Description: Worker Safety refers to those activities undertaken to save lives, prevent injuries, and protect the health of the organization's workers.

Info Class Label: Internal

Record Class Details:

Info Class Code 11076 - HRE110 **Record Class Name** Drug and Alcohol Testing - Negative Results

Official Retention Period 5

Record Description Records related to drug and alcohol screenings required by all individuals applying for a position at Honeywell, as well as periodic and random testing when the lab results are negative.

Record Type Examples	Override Info Class Label
Test Results	
Lab Results	
Chain of Custody Forms	

Record Class Details:

Info Class Code 11076 - HRE115 **Record Class Name** Drug and Alcohol Testing - Positive Test Results

Official Retention Period ACT+5

Record Description Records related to drug and alcohol screenings required by all individuals applying for a position at Honeywell, as well as periodic and random testing. Records include positive lab results.

Record Type Examples	Override Info Class Label
Lab Results, Positive (Drug and Alcohol Testing)	
Test Results, Positive (Drug and Alcohol Testing)	
Chain of Custody Forms (Drug and Alcohol Testing)	

Record Retention Schedule



Business Function: 12 Supply Chain Management

Description : Supports the purchasing, tracking and overall management of goods and services.

Business Task: 057 Goods Acquisition

Description : Supports the procurement of physical goods, products, and capital assets to be used by the organization.

Info Class Label: Internal

Record Class Details:

Info Class Code 12057 - LEG200 **Record Class Name** Contracts and Agreements - Suppliers

Official Retention Period ACT+7

Record Description Records related to obligations under contracts, leases, licensing and other agreements between Honeywell and suppliers of equipment, software, raw materials, parts and supplies used in the manufacturing and testing of Honeywell products/materials. Includes all supplier-related contracts and contract management.

Record Type Examples	Override Info Class Label
Statements of Work	
Warranty Documentation	
Consulting Agreements (Engineering Properties)	
Nondisclosure Agreements	
Engineering Contracts	
Original Equipment Manufacturer (OEM) Agreements	
Vendor Insurance Certificates	
Vendor Alliance Agreements	
Supplier Alliance	
Subcontractors	
Supplier Reliability Agreements	
Addenda to Contracts	
Vendor Release & Indemnity Agreements	
Amendments	
Contracts and Agreements	

Record Class Details:

Info Class Code 12057 - PUR100 **Record Class Name** Requisition and Procurement

Official Retention Period ACT+7

Record Description Records related to the request, authorization, and procurement of goods and services. Includes supplier bids, correspondence, and miscellaneous supporting requisition documents.

Record Type Examples	Override Info Class Label
Corporate Purchasing Card Reports	
Purchase Requisitions	
Supplier Price Lists (Procurement)	
Supplier Contracts (Procurement)	
Purchase Register	
Change Orders	
Source Deviation Justification	
Small Business Reporting	
Request for Proposals / Quotes	
Purchasing Bids	
Construction Estimates and Bids	
Purchasing Price Sheets	
One-Time Agreements	
Purchase Orders	
Service Orders	
Procurement Log	

Business Task: 058 Inventory Control

Description : Supports the tracking of information related to procured assets and resources with regards to quantity, quality, and location.

Info Class Label: Internal

Record Retention Schedule



Record Class Details:

Info Class Code 12058 - ACC120 Record Class Name Capital Assets
Official Retention Period ACT+7

Record Description Records documenting the purchase, sale, and improvement of real property and equipment, as well as depreciation, amortization, etc.

Record Type Examples	Override Info Class Label
*Property Sold/Records	
*Fixed Asset Ledgers	
*Insurance Claims	
*Property Acquired Records	
*Depreciation Records and Schedules	
*Work-in-Progress Project Files	
*Appropriation Requests and Related Supporting Documentation	
*Amortization Records	
*Real Estate Plans and Specifications	
*Real Estate Inventories	
*Authorization for Capital Expenditures	
*Property Transfer Sheets - Property Disposal Records	

Record Class Details:

Info Class Code 12058 - ADM110 Record Class Name Administrative Inventory Control
Official Retention Period SUP

Record Description Records documenting the type, model, location, and quantities of personal property (such as supplies, equipment, etc). These records are used for operational purposes only. Includes inventory lists, inventory turns, and other warehousing documentation.

Record Type Examples	Override Info Class Label
Information Technology Inventories (Computers, etc.)	
Revaluation	
Property Inventories	
Plant and Fixture Inventories	
Warehousing Documentation	
Field Inventories	
Equipment Lists	
Control Records - Stock	
Machine ID Numbers Register	
Serial Number Books	
Inventory Reports, Turns and Lists	

Record Class Details:

Info Class Code 12058 - MAN100 Record Class Name Inventory Control
Official Retention Period SUP

Record Description Records documenting the type, model, location, and quantities of Honeywell property (such as supplies, equipment, surplus equipment, etc) for staff use. These records are used for operational purposes only. Includes inventory turns and other warehousing documentation. Does not include inventory of Honeywell records.

Record Type Examples	Override Info Class Label
Warehousing Documentation	
Materials Inventory	
Inventory Lists	
Scrap Materials	
Surplus Equipment	
Stock Lists	
Inventory Summaries	

Business Task: 060 Services Acquisition Description : Supports the oversight and/or management of contractors and service providers.

Info Class Label: Internal

Record Retention Schedule



Record Class Details:

Info Class Code 12060 - AUD100 **Record Class Name** Contract Performance & Compliance

Official Retention Period ACT+7

Record Description Records documenting performance and compliance for work performed by Honeywell or by a contractor on Honeywell's behalf. This includes performance of services and work products delivered as well as legal settlements.

Record Type Examples

Override Info Class Label

Contracts Performance Data - Military & Non-Military

Cost Monitoring Records

Record Class Details:

Info Class Code 12060 - PUR110 **Record Class Name** Supplier Relations - Supplier Quality Program

Official Retention Period 6

Record Description Records related to quality standards established by Honeywell with its suppliers. Includes supplier program thresholds and performance ratings.

Record Type Examples

Override Info Class Label

Supplier Correspondence (Quality)

Supplier Contact Resume

Supplier Ratings

Supplier Survey Audits

Stamp Regulation Control Forms (Quality)

Supplier Performance Reports

Certification Forms/Guides

Personnel Certification

Supplier Certification Questionnaire

Supplier History Records

Supplier Quality Requirements

Certified Supplier Program Documentation

Record Class Details:

Info Class Code 12060 - PUR120 **Record Class Name** Vendor and Supplier Relations - Supplier Corrective Action Requests

Official Retention Period 6

Record Description Records related to request for corrective action from a supplier. Identifies the problem and recommends corrective action. Includes records that document visits to suppliers.

Record Type Examples

Override Info Class Label

Supplier Corrective Action Requests (CAR)

Supplier Response to CAR

Supplier Site Visits

Business Task: 200 Manufacturing Administration and Management

Description : Supports the activities associated with the organization, planning, management and measurement of Honeywell's manufacturing processes.

Info Class Label: Internal

Record Class Details:

Info Class Code 12200 - ACC130 **Record Class Name** Cost Accounting - Engineering Cost Accounting

Official Retention Period ACT+7

Record Description Records used to evaluate, document and analyze engineering costs. Included contract files, program reports and data, labor reports and closing files.

Record Retention Schedule



Record Type Examples	Override Info Class Label
IEWAs (Interdivisional Engineering Work Authorizations)	
Labor Reports	
Contract Files	
Closing Files	
Change Lists	
Major Engineering Program Sheets	
Program Reports & Data	
IPDS Phase Gate Cost Records	
Project Number Reports	
Liaison Reports	
Tab Runs	
Rate Adjustment Work papers & Rate Schedules	
R&D Reports	
Proposal Reports	

Record Class Details:

Info Class Code 12200 - ACC150 Record Class Name Cost Accounting - Production

Official Retention Period ACT+7

Record Description Records related to the costs of production of finished goods. Includes labor analysis, and other manufacturing/production analysis and calculations used to calculate total product costs.

Record Type Examples	Override Info Class Label
*Inventory Reports, Reconciliations and Analyses	
*Production Reports, Data and Costs	
*Cost Statements	
*Monthly Closed Files	
*Cost Schedules	
Cost Accounting Analysis	
Work-In-Process	

Record Class Details:

Info Class Code 12200 - MAN110 Record Class Name Manufacturing Administration and Management

Official Retention Period ACT+10

Record Description Records that document and support the overall management, organization and planning of Honeywell's manufacturing process and measurement of production performance.

Record Type Examples	Override Info Class Label
Cipher Books	
Acceptance Test Procedures and Results	
Certification / Qualification Documentation	
Completed Job Folders	
Completed Project Reports	
Manufacturing Process Management Review	
Calculation Files, Project	
Blue Prints, Drawings, Maps, Tracings	

Record Class Details:

Info Class Code 12200 - MAN120 Record Class Name Manufacturing Process Design

Official Retention Period ACT+10

Record Description Records related to production planning and the definition and testing of the manufacturing process following product design and development. Includes pre-production as well as full-scale production planning. Includes design records for software required to operate manufacturing and testing equipment, tooling, fixtures and test equipment.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Production Statistical Data	
Pre-production Designs and Schematics	
Pre-production Design Reviews and Re-designs	
Mechanical Flow Sheets	
Manufacturing Process Management Review	
Manufacturing Control Sheets (MCS)	
Environmental Specifications for Manufacturing	
Engineering Working Papers	
Tooling Reports	
Workflow and Space Schematics	
Production Statistical Process Control (SPC)	
Tool Design	
Tooling Records	
Formulas - Engineering and Technical	
Manufacturing Engineering Revision Authorization Logs	
Planning and Progress Sheets	
Drawings, Blueprints and Schematics (Production Copies)	
Negotiation File	
Software Development & Assessment Records	
Bills of Material	
Work Orders and Timekeeping Records	
Project Plans and Specifications - Abandoned	
Process Control Sheets	
Photographs, Engineering Related	
Production Reviews	

Record Class Details:

Info Class Code 12200 - MAN130 Record Class Name Manufacturing Production Detail

Official Retention Period IND

Record Description Records documenting the production process up to product shipment. Includes production schedules, work orders, manufacturing specifications, and related production records.

Record Type Examples	Override Info Class Label
Scrap Disposition / Disposal	
Production Pick Lists	
Manufactured Stock Records	
Final Inspection and Test Records	
Damage Reports	
Condition Reports	
Time and Material Reports	
Equipment Downtime	
Furnace Charts / Data	
Part Number Logs	
Engineering Change Orders (Production Copies)	
Operator Logs	
Shift Notes and Reports	
Manufacturing Specifications (Production Copy)	
Job Tracking	
Serial Number Allocations	
Service Bills of Material	
Bills of Material (Production Copies)	
Routing Lists	
Production Work Orders	
Engineering Drawings (Production Copies)	
Production Schedules	
Packaging Records	

Record Class Details:

Info Class Code 12200 - MAN140 Record Class Name Manufacturing Quality

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Record Retention Schedule



Official Retention Period IND

Record Description Records specific to Honeywell's manufacturing programs. These records document all aspects of the manufacture and assembly of aerospace products, ensuring that customer requirements and quality standards are met.

Record Type Examples	Override Info Class Label
Flowdown of Customer Requirements	
Statistical Process Control (SPC) Data	
Traceability Records	
Critical Aviation Parts	
Detail/Subassembly Logs	
Travelers	
Engine Assembly Reports	
Condition of Acceptance of Power	
Assembly Shop Orders - Planning	
Operation Transfer Sheets	
Build Records	
Assembly Records	
Assembly Tags	
Removal Cards	

Record Class Details:

Info Class Code 12200 - MAN150 Record Class Name Material Control Records - Non-Conforming Material

Official Retention Period IND

Record Description Records relating to the disposition of materials, parts, or supplies intended for use in manufacturing that are rejected during Incoming Inspection or from the production floor. Includes records of the Material Review Board (MRB).

Record Type Examples	Override Info Class Label
Re-Inspection Records	
Return to Supplier Authorizations	
Failure Tags	
MRB Inventory Reconditions	
Scrap/Sale Reports	
Deviation Authorizations	
MRB Reviews	

Record Retention Schedule



Business Function: 13 Information & Technology Management

Description : Supports the coordination of information technology (IT) resources and systems required to support or enable a client service.

Business Task: 062 System Development

Description : Supports all activities associated with the in-house design and development of software applications.

Info Class Label: Internal

Record Class Details:

Info Class Code 13062 - ITE100 **Record Class Name** Computer Application Development and Conversion

Official Retention Period ACT+6

Record Description Records used to document the development of new functionality and architecture for Honeywell's computer systems and applications. Includes business analysis, functional/technical specifications, and quality assurance testing documents.

Record Type Examples	Override Info Class Label
System/Technical Design Documents	
User Acceptance Test Plans (Application Development)	
Entity/Relationship/Data Model - Logical/Physical	
Jobber Information System Design Records	
Metrics (System/Application/Vendor)	
Programming Standards (Application Development)	
Project Plan / Schedule / Workbook	
Risk Assessments	
Quality / Process Reviews	
Unit / System / Acceptance Test Cases	
Training materials	
Vendor Documentation	
Production / Umove Documentation	
Data/Object Models	
Maintenance Program Documentation	
Electronic Data Processing Documentation	
Pilot/Alpha/Beta/Nonproduction Program Results	
Prototypes	
Application Code with Version/Change Management	
Test Plans and Results (Unit/System/Acceptance)	
Customer Requests / Work Orders / Approvals	
Project Charter/Scope Documents	
Procedures Documentation	
Request for Proposal / Quote (RFP/RFQ)	
Requirements Documentation (User/Business/Systems)	
Customer / User Surveys	
Functional Analysis	
Feasibility Studies / Gap Analysis	
Issues Log / RAIL	
Retail Pump/Sales System Design Records (Application)	
Process Maps/Models	

Business Task: 065 IT Infrastructure Maintenance

Description : Supports the planning, design, implementation, and maintenance of an IT Infrastructure to effectively support automated needs. (i.e. operating systems, applications software, platforms, networks, servers, printers, etc.). IT Infrastructure Maintenance also includes information systems configuration and security policy enforcement information. This information includes password files, network access rules and implementing files and/or switch setting, hardware and software configuration settings, and documentation that may affect access to the information system's data, programs, and/or processes. The impact levels associated with IT infrastructure maintenance information are primarily a function of the information processed in and through that infrastructure.

Info Class Label: Internal

Record Class Details:

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Record Retention Schedule



Info Class Code 13065 - ITE120 **Record Class Name** Infrastructure Design/Application Hosting

Official Retention Period ACT+6

Record Description Records used to document the infrastructure design of Honeywell's computer systems and applications. Includes functional technical specifications, as well as network maps, firewall configurations and Wide Area Network (WAN) link maps.

Record Type Examples	Override Info Class Label
Network Maps	
Change/Issue Management Records (Remedy / Manage Now)	
Firewall Configuration	Restricted - Confidentiality or Integrity High
Router Configuration	Restricted - Confidentiality or Integrity High
Application Configuration	
Network Configuration	
Server Configuration	
Configuration Management Records (CMI)	
WAN Link Maps	
Infrastructure Assets Records (ITAM)	

Record Class Details:

Info Class Code 13065 - ITE130 **Record Class Name** System Technical Administration - Network and Computer Access Records

Official Retention Period 6M

Record Description Information used to provide details and history of network and computer system access records.

Record Type Examples	Override Info Class Label
Data Privacy Request/Approval Logs	
Export Control Request/Approval Logs	
Security Deviation Request/Approval Logs	
Error Logs	
Access Logs	
Network Security Logs	
Incident Logs	
Systems Access Records	

Record Class Details:

Info Class Code 13065 - LEG120 **Record Class Name** Contracts and Agreements - Equipment and Application Support Agreements

Official Retention Period ACT+7

Record Description Records supporting internal and external agreements to support the hardware and software used by Honeywell.

Record Type Examples	Override Info Class Label
Equipment Repair	
Hardware Lease Agreements	
Software Agreements	
Hardware Maintenance Agreements	
Software Maintenance Plans	
Intergroup Coordination Forms/Agreements	
Software Licenses	
Software Escrow Agreements	
Information Service Requests (ISR)	
Statement of Work (SOW)	
Request for Additional Services (RAS)	

Business Task: 066 IT Security

Description : Supports all functions pertaining to securing of organizational data and systems through creation and definition of security policies, procedures and controls.

Info Class Label: Internal

Record Class Details:

Info Class Code 13066 - ADM140 **Record Class Name** Security - General

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Record Retention Schedule



Official Retention Period 6

Record Description Records related to routine security actions taken to protect Honeywell employees, equipment, buildings and information. Includes password lists, access lists, and investigations.

Record Type Examples	Override Info Class Label
Plant Clearances Records	
Security Programs	
Visitor Registration Logs	Internal
Building Access Lists	
Incidents and Investigations	
Technology Control Plan	
Facility Clearances	
Badge Lists	
Security Correspondence	
Computer Passwords	
Personnel Security Clearance Records	

Record Class Details:

Info Class Code 13066 - ADM150 **Record Class Name** Security - Incidents and Investigations

Official Retention Period 6

Record Description Records related to security/violence/threat investigations of employees. Includes employee misconduct cases, background investigations, computer issues, etc. .

Record Type Examples	Override Info Class Label
Computer Security Investigations	
Attorney Work Product Investigations (Security)	
Threats/Harassment Investigations	
Property Crime Investigations	
Employee/Contractor Misconduct Cases	
Violent Crime Investigations	

Record Retention Schedule



Business Function: 15 Health, Safety and Environmental

Description : Healthcare programs and activities charged with ensuring and providing for the health and well being of the public.

Business Task: 077 Health Care Services

Description : Health Care Services involves programs and activities that directly provide health and medical care to the public, including both earned and unearned health care benefit programs.

Info Class Label: Restricted - Regulatory Restricted - Health Information Restricted

Record Class Details:

Info Class Code 15077 - HSE120 **Record Class Name** Employee Medical Records

Official Retention Period IND

Record Description Records documenting individual employee medical history. Includes medical records resulting from on-the-job injuries and accidents, including job restrictions, leaves, claims and mediation of disputes involving employees.

Record Type Examples	Override Info Class Label
Employer Responses	
Prescription Medication Records	
Treating Physicians' Medical Reports	
Restriction Forms	
Medical Reports	
Doctors' Passes	
Work Limitations	
Allergies and Related Data	
Medical Leave Records	
Substance Abuse Screening	
Bio-Medical Surveillance Records	
Occupational Medicine Surveillance Exams	
Pre-employment Medical Questionnaires	
Medical Records - Employee	
Employee Medical Injury Reports	
Return to Work Releases	

Business Task: 078 Consumer Health and Safety

Description : Consumer Health and Safety supports activities associated with the inspection, education, and evaluation of consumer products to assess the potential risks and dangers they may present to the consumer (both humans and animals), (i.e. food, cosmetics, pharmaceuticals, and other consumer products). Impacts to some information and information systems associated with quality assurance of food and pharmaceuticals may affect the security of critical agriculture and food and public health infrastructures. In such cases, integrity & availability impacts can be high.

Info Class Label: Internal

Record Class Details:

Info Class Code 15078 - AUD120 **Record Class Name** External Operational Audits - Manufacturing and Quality Assurance

Official Retention Period ACT+7

Record Description Records documenting third party audits for compliance with external manufacturing and quality assurance requirements and Industry Good Manufacturing Practices (GMP). Includes International Standards Organization (ISO) / Society of Automotive Engineers (ASE) AS9100 certification records, as well as customer & regulatory agency audit records. Includes audit work papers, final audit reports and responses to audits. Does not include Health, Safety & Environmental audits.

Record Type Examples	Override Info Class Label
Management Review Reports	
Corrective Actions and Responses	
Checklists	
Summary of ISO Elements and Discrepancies	
Regulatory Agency Audit Records	
ISO/AS9100 Certification (and Customer equivalent) Audit Records	

Record Class Details:

Record Retention Schedule



Info Class Code 15078 - AUD170 **Record Class Name** Internal Operational Audits - Manufacturing and Quality Assurance

Official Retention Period 3

Record Description Records documenting internal manufacturing audits for compliance with internal policy and procedures. Includes audit work papers, final audit report, and responses to audits.

Record Type Examples	Override Info Class Label
Final Assurance Letter Submitted to CRC	
Assurance Letter Submissions	
Internal Audit Quality Files	
Audit-Related Correspondence	
Internal Audit Reports	
Audit Corrective Action and Responses	
Audit Status Logs	
Audit Metrics and Summaries	
Audit Status Supplements	
Audit Reports	
Board of Director Reports	
Management Review Meeting Minutes	
Exit Brief Notes	
Quality System Review Records	
Procedure Compliance Documentation	
Annual Audit Schedules	
Survey Documentation	
Quality Audit Summary Reports	
Audit Notification Correspondence	
Auditor Assignment List	
ISO/AS9100/QMS Internal Audit Schedules and Reports	

Record Class Details:

Info Class Code 15078 - ENG150 **Record Class Name** Product Safety and Regulatory Compliance

Official Retention Period IND

Record Description Records that document industry and regulatory product compliance standards for Underwriters Laboratories (UL), Federal Aviation Agency (FAA), Federal Communications Commission (FCC) and certifications for Honeywell's products. Includes standards, approvals, and agency correspondence. Also includes certifications required outside the United States.

Record Type Examples	Override Info Class Label
UL Certification	
Agency Correspondence (Standards)	
Agency Approval Records	
Aircraft Accident Investigation Files	
FAA Certification Reports and Airworthiness Approvals	
The Risk Assessment Committee (TRAC) Records	
FCC Approval	
Product Integrity Committee (PIC) Meeting Manuals and Minutes	
Product Stewardship Record	

Record Class Details:

Info Class Code 15078 - HSE180 **Record Class Name** Product Information and Warnings

Official Retention Period 30

Record Description Records related to information supplied to consumers regarding the make-up of product contents as well as the environmental and health implications associated with use and/or exposure to Honeywell products. Includes product Material Safety Data Sheets, product brochures, etc.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Allegations related to Products or Processes (e.g. Toxic Substance Control Act (TSCA '86))	
Product Brochures	
Material Safety Data Sheets (MSDS)	
Marketing Bulletins	

Record Class Details:

Info Class Code 15078 - MAN160 **Record Class Name** Product Testing and Inspection - Quality Assurance
Official Retention Period IND

Record Description Records related to the quality testing and inspection of Honeywell products during manufacture to release for shipment. Includes routine batch testing, in process inspections, software debugging and ad hoc quality tests. Includes Certificates of Conformance issued to customers. Includes tests and inspections of parts and materials not manufactured by Honeywell as components of Honeywell products but does not include Incoming Receiving Inspections. Does not include Research and Development.

Record Type Examples	Override Info Class Label
Quality Checklists	
Testing Follow-Ups	
Out of Scope Deviations	
Product Test Results	
Product Inspection Records	
Inspection Stamps	
Configuration Checklists	
Test Reports	
First Inspection Reports	
Inspection Traveler Turnover Logs	
Inspections (Serialized or Lot Controlled)	
Radiographic Technique Records	
Sales Order Continuation Sheets	
Supplemental Inspection Records	
Certificates of Conformance	
Material Inspection and Receiving Reports	

Business Task: 202 Incidents, Testing and Monitoring

Description:

The activities associated with the investigation, testing, monitoring and reporting of environmental incidents. Includes on-the-job accidents and associated reporting.

Info Class Label: Restricted - Confidentiality or Integrity High

Record Class Details:

Info Class Code 15202 - AUD140 **Record Class Name** Government Compliance and Reporting - Environmental Reporting

Official Retention Period 6

Record Description Environmental reports to government agencies (Federal Energy Regulatory Commission (FERC), Environmental Protection Agency (EPA), etc.) as required by law including external environmental audits. Includes Superfund Amendments and Reauthorization Act (SARA) Title III Community Right-to-Know reporting (Tier I/II forms - Emergency and Hazardous Chemical Inventories). Does not include governmental audits and investigations.

Record Retention Schedule



Record Type Examples	Override Info Class Label
EPCRA (Emergency Planning and Community Right to Know Act) Records	
TRI (Toxic Release Inventory) Records	
Regulatory/Technical Documents	
Environmental Reporting	
Environmental Audit (External)	
EPA Bi-Annual Report	
EPA violations	
EPA Additive / Product Registrations	
SARA	
Terminal Monitor Reports	
Citations	
Fines	
NOVs (Notice of Violation)	

Record Class Details:

Info Class Code 15202 - AUD160 **Record Class Name** Internal Operational Audit and Compliance - Health, Safety & Environmental (HS&E)

Official Retention Period 3

Record Description Records documenting internal audits to assure compliance with internal policies and procedures. Records documenting inspections, including routine safety inspections. Excludes OSHA logs, investigation of particular accidents or other governmental safety/operations reporting.

Record Type Examples	Override Info Class Label
Correspondence with Safety Regulators (Environmental)	
Environmental Management Systems/Internal Audits	
Unsatisfactory Condition Reports	
Risk Assessment Committee	
New Process Reviews (Environmental)	

Record Class Details:

Info Class Code 15202 - FAC130 **Record Class Name** Site Remediation

Official Retention Period IND

Record Description Records documenting contamination of property by Honeywell, the clean-up efforts implemented, and any related site investigation of such occurrences. Includes leaks, spills and site clean up activities. Includes remediation of property owned and leased by Honeywell, as well as remediation of property not owned by Honeywell.

Record Type Examples	Override Info Class Label
Site Remediation Records	
Remediation Contracts	
RCRA (Resource Conservation and Recovery Act) Reports	
Superfund and Remediation Site Files	
Administrative Consent Orders / Decrees	
Site Assessment Report	
Non-Operational Environmental Testing	
Environmental Reports	
Executive Settlement/Approvals	

Record Class Details:

Info Class Code 15202 - HSE100 **Record Class Name** Accidents and Injuries

Official Retention Period 6

Record Description Records related to general liability and on-the-job accidents such as required by Occupational Safety and Health Administration (OSHA) Health and Safety regulations. Includes injury and illness logs as well as required supplementary records related to reportable injuries and illnesses. Excludes related employee medical records, and open consent orders.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Supplementary Record of Occupational Injuries and Illnesses (Honeywell Form 301)	
Summary of Injuries and Illnesses Log (Honeywell Form 300A)	
OSHA Citations (Including Decisions, Settlements, Orders)	
Honeywell Forms 300, 300A, 301 and 300B (OSHA Equivalents)	
Incident Investigations (Accidents and Injuries)	
Log and Summary of Occupational Injuries and Illnesses (Honeywell Form 300)	

Record Class Details:

Info Class Code 15202 - HSE110 **Record Class Name** Employee Hazardous Exposure

Official Retention Period IND

Record Description Records documenting employee and contractor exposure to hazardous or toxic substances. Includes exposure and monitoring records.

Record Type Examples	Override Info Class Label
Exposure Monitoring Records - Arsenic, Lead, Acrylonitrile	
Asbestos Exposure Records	
Industrial Hygiene Monitoring Records	
Exposure Monitoring Report - Noise	
Exposure Monitoring Records - Other Air Sampling Results	
Calibration Data for Medical Equipment	
Respirator Fit Tests Results	
Radiation Exposure Monitoring Records	

Record Class Details:

Info Class Code 15202 - HSE130 **Record Class Name** Environmental Incidents

Official Retention Period 10

Record Description Records documenting releases, leaks and spills at Honeywell properties and the investigation efforts implemented. This includes corrective action documentation and other follow-up records.

Record Type Examples	Override Info Class Label
Environmental Incident Reports	
Spill Reports Made to Agencies	
Site Environmental Investigations	
Incident Investigations, reports and Documentation	

Record Class Details:

Info Class Code 15202 - HSE140 **Record Class Name** Environmental Monitoring

Official Retention Period IND

Record Description Records documenting the environmental monitoring, testing, and assessment of Honeywell's property and the environmental impact resulting from Honeywell's actions. Includes testing records for air, ground water, surface water, and soil quality. Includes facility site assessments. Excludes remediation and due diligence records.

Record Type Examples	Override Info Class Label
Air Emission Inventories	
Water Quality Monitoring	
Solid Waste Monitoring	
Air Quality Monitoring	
All Appropriate Inquiry or Due Diligence for Merger and Acquisition and Divestiture Work	
Geological/Groundwater Maps	

Record Class Details:

Info Class Code 15202 - HSE160 **Record Class Name** Health and Safety Inspection Reports

Official Retention Period 3

Record Description Records related to testing the safety function of equipment.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Emergency Response Testing	
Forklift Testing Reports	
Fire Extinguishers Testing Reports	
Emergency Lighting Testing Reports	
Equipment and Process Testing	
Annual Ventilation Surveys	
Safety Showers Testing Reports	
Protective Equipment Testing	
Eyewashes	
Emergency Use Respirators Testing Reports	
Machinery and Equipment Risk Assessment Documentation	

Business Task: 203 Hazardous Material Management

Description :

All activities supporting the implementation, results and compliance with Honeywell's HSE Management System and the activities associated with the management of hazardous materials stored and in use at Honeywell properties.

Info Class Label: Restricted - Confidentiality or Integrity High

Record Class Details:

Info Class Code 15203 - HSE150 **Record Class Name** Hazardous Materials Management

Official Retention Period IND

Record Description Records documenting the use, manufacture, and disposal of hazardous materials, as well as communication to employees regarding utilized hazardous materials. Includes communication and warnings to employees regarding hazardous materials used, created, and stored. Includes Material Safety Data Sheets for chemicals stored and utilized on Honeywell premises and/or utilized by Honeywell employees.

Record Type Examples	Override Info Class Label
Waste Disposal Sites	
Hazardous Waste Manifests	
Hazardous Waste/Materials Testing	
Annual Progress Reports -- Waste Minimization Team	
Contracts with Waste Disposal Entities	
Hazardous Material Certificate	
Material Safety Data Sheets (MSDS)	
Medical Waste Manifests	
Manifests (Disposal Copy)	
Chemical Inventories	
Radioactive Source Leak Tests	
Radioactive Source Inventory	
Radioactive Source Disposal Records	

Record Class Details:

Info Class Code 15203 - HSE170 **Record Class Name** HSE Management Systems

Official Retention Period ACT+3

Record Description Records documenting implementation, results and compliance with the Corporate HSE Management System not already covered in another record class(es). This would exclude documented procedures, training records, etc.

Record Type Examples	Override Info Class Label
Roles and Responsibilities	Internal
Legal and Other Requirements Assessment	
Aspects Assessment	

Record Retention Schedule



Business Function: 17 Legal, Litigation, and Judicial

Description : Litigation and judicial activities involve all activities necessary for the development and oversight of legal programs.

Business Task: 089 Legal Litigation and Claims

Description : Legal Prosecution/litigation includes all activities involved with presenting a case in a legal proceeding both in a criminal or civil court of law in an attempt to prove guilt/responsibility.

Info Class Label: Restricted - Legally Privileged and Confidential

Record Class Details:

Info Class Code 17089 - LEG280 **Record Class Name** Litigation and Claims - Adverse Reactions

Official Retention Period ACT+6

Record Description Records related to threatened or asserted litigation concerning adverse reactions to Honeywell products. Includes pleadings, discovery, attorney work products, legal opinions, transcripts and exhibits. Excludes routine insurance claims handled by the Insurance department.

Record Type Examples

Override Info Class Label

Disclosure Documents (Adverse Reactions)

Discovery Records (Adverse Reactions)

Litigation Documents (Adverse Reactions)

Record Class Details:

Info Class Code 17089 - LEG285 **Record Class Name** Litigation and Claims - Equal Employment Opportunity

Official Retention Period ACT+6

Record Description Records related to threatened or asserted litigation concerning equal employment opportunity. Includes pleadings, discovery, attorney work products, legal opinions, transcripts and exhibits.

Record Type Examples

Override Info Class Label

Legal Opinions

Attorney Work Product

Pleadings

Exhibits

Reference Materials

Record Class Details:

Info Class Code 17089 - LEG290 **Record Class Name** Litigation and Claims - Environmental

Official Retention Period ACT+6

Record Description Records related to threatened or asserted litigation concerning environmental issues. Includes pleadings, discovery, attorney work products, legal opinions, transcripts, and exhibits. Also includes historical documents relating to the underlying dispute.

Record Type Examples

Override Info Class Label

Settlement/Adjudication

Final Judgments (Environmental Claims)

Depositional Transcripts

Complaint Documentation

Trial Documents (Environmental Claims)

Pleadings (Environmental Claims)

Motions (Environmental Claims)

Record Class Details:

Info Class Code 17089 - LEG300 **Record Class Name** Litigation and Claims - General

Official Retention Period IND

Record Description Records related to threatened or asserted litigation. Includes pleadings, discovery, motions, briefs, attorney notes, communications and other work product, legal opinions, subpoenas, transcripts and exhibits.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Court Orders (Litigation)	
Injunctions	
Deposition Transcripts	
Court Pleadings and Documents	

Business Task: 090 Resolution Facilitation **Description:** Resolution Facilitation involves all activities outside of a court of law that may be used in an attempt to settle a dispute between two or more parties (government, citizen, corporation).

Info Class Label: Internal

Record Class Details:

Info Class Code 17090 - LEG295 **Record Class Name** Litigation and Claims - Final Adjudication/Settlement Records

Official Retention Period IND

Record Description Records related to settlements, consent decrees and final Adjudication decisions generated as a result of Honeywell litigation.

Record Type Examples	Override Info Class Label
Final Judgments	
Settlements	
Consent Decree	
Case Settlement Documents	

Business Task: 095 Permits and Licensing **Description:** Permits and Licensing involves activities associated with granting, revoking, and the overall management of the documented authority necessary to perform a legally controlled task or function.

Info Class Label: Internal

Record Class Details:

Info Class Code 17095 - LEG215 **Record Class Name** Export Licenses, Agreements, Exemptions/Exceptions Usage

Official Retention Period ACT+5

Record Description "Records related to required country specific export licenses, agreements, exemptions/exceptions usage that exceed the baseline US regulatory requirements. Does not include US export licenses.

Record Type Examples	Override Info Class Label
Airway Bills (non-US)	
Bills of Lading (non-US)	
Commercial Invoices (non-US)	
Customs Export Licenses (non-US)	
Export Licenses, Agreements, Exemptions/Exceptions Usage Records	
Export Declarations (non-US)	
Export Licenses (non-US)	
Packaging Slips (non-US)	
Records of Insurance and Customs Bonds Protecting Shipments (non-US)	
TSCA Export Notifications (non-US)	
Customs Forms (non-US)	
DD Forms (non-US)	
Acceptance Tags (non-US)	

Record Class Details:

Info Class Code 17095 - LEG260 **Record Class Name** Licenses, Permits and Certifications - Business Permits

Official Retention Period ACT+3

Record Description Records related to business permits and licenses obtained from governmental agencies in order to conduct business.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Business Licenses	
Business Permits	
Permits - Applications and Supporting Documentation	
Permits - Controlled Substances	

Record Class Details:

Info Class Code 17095 - LEG270 **Record Class Name** Licenses, Permits and Certifications - Environmental and Safety
Official Retention Period ACT+5
Record Description Records documenting rights obtained from federal, state and local government permitting certain business activities which may have an impact on the environment. Includes mine and well site permits; hazardous material transportation permits; employee licenses and certifications; and permit applications.

Record Type Examples	Override Info Class Label
Environmental Impact Statements	
Employee Licenses - Health Safety and Environment (HSE)	
Hazardous Material Transportation/Permits/Licenses	
Waste Permits	
Water Quality Permits	
Safety, Health, and Environmental Licenses and Operating Permits	
Air and Emissions Permits	
Tetra-Amidato Macrocyclic Ligand (TAML) Regulations/Permits	
National Pollutant Discharge Elimination System (NPDES) Permits	

Business Task: 204 Contract Management **Description:** All activities involved in meeting obligations to employees, customers and other parties, including the U.S. Government.
Info Class Label: Internal

Record Class Details:

Info Class Code 17204 - LEG100 **Record Class Name** Contracts and Agreements - Customer Contracts and Agreements
Official Retention Period ACT+7
Record Description Records related to obligations under contracts, leases, and other agreements between Honeywell and its customers. Includes all customer-related contracts including contracts and purchase orders where the U.S. Government is the customer, as well as modifications, amendments and supporting documentation.

Record Type Examples	Override Info Class Label
Cost and Pricing Data	
Contract	
Sales Orders	
Cost, Funding and Performance Reports	
Purchase Orders	
GSA Price Validation Form	
Government Sales Agreements (GSA)	
Records documenting Pricing and Performance of specific government contracts	
Governmental (Including Prime and Subcontract Data)	
Claims, Appeals and Settlements	
Maintenance Agreements	
Changes / Contractor Control Plans (CCPs) / Engineering Change Plans (ECPs), Modifications	

Business Task: 205 Intellectual Property Administration and Enforcement **Description:** All activities involved in the creation, administration and legal assertions associated with Honeywell's intellectual property
Info Class Label: Restricted - Intellectual Property (IP) Restricted

Record Class Details:

Info Class Code 17205 - INP100 **Record Class Name** Contracts and Agreements - Intellectual Property

Record Retention Schedule



Official Retention Period ACT+7

Record Description Records related to intellectual property agreements. Includes records documenting intellectual property agreements in which Honeywell has authorized/licensed a third party to use Honeywell patents, trademarks, copyrights, or proprietary company technologies. Includes contracts, agreements, memos, letters, licenses, assignments, amendments, notes, and other records related to subject.

Record Type Examples	Override Info Class Label
Non-Disclosure/Secrecy/Confidentiality Agreements (Intellectual Property)	
Indemnification Agreements/Provisions	
Settlement Agreements	
Non-Analysis Agreements (Intellectual Property)	
Memo of Understanding (Intellectual Property)	
Licensing Agreements (Intellectual Property)	
Letter of Intent (Intellectual Property)	
Joint Development Agreements (Intellectual Property)	
Field Test Agreements (Intellectual Property)	
Consent Agreements (Intellectual Property)	
IP Escrow Agreements	
DD882 Report of Inventions	
Moral Rights Agreements	
IP Assignments	
Joint Venture Agreements	
Restricted Use Agreements (Intellectual Property)	
Sales Agreements (Intellectual Property)	
Technology Exchange Agreements (Intellectual Property)	
Shop Rights Agreement	
Teaming Agreements	

Record Class Details:

Info Class Code 17205 - INP110 Record Class Name Copyrights - Foreign and Domestic

Official Retention Period ACT+6

Record Description Records related to the creation and maintenance of Honeywell's domestic copyrights. Includes registration and related correspondence. Includes copyright compliance information.

Record Type Examples	Override Info Class Label
Copyright Registration (Foreign)	
Documentation of Copyright Royalty Fees Paid	
Correspondence (Foreign Copyright)	
Copyright Searches	
Correspondence (Copyright)	
Corporate Copyright Licensing Agreements (With Copyright Clearance Centres)	
Copyright Permission Letters (From Publishers)	

Record Class Details:

Info Class Code 17205 - INP120 Record Class Name Intellectual Property Monitoring

Official Retention Period ACT+6

Record Description Records related to the monitoring of Honeywell's existing intellectual property.

Record Type Examples	Override Info Class Label
Competitive Intelligence Documents	
Reports	
Presentations	
Letters of Warning	
Letters of Infringement	

Record Class Details:

Info Class Code 17205 - INP130 Record Class Name Litigation and Claims - Intellectual Property

Official Retention Period ACT+6

Record Retention Schedule

Honeywell

Record Description Records related to threatened or asserted litigation concerning intellectual property issues. Includes litigation related to copyright, trademark, or patent infringements. Includes pleadings, discovery, attorney work products, legal opinions, transcripts and exhibits.

Record Type Examples	Override Info Class Label
Litigation (Intellectual Property)	

Record Class Details:

Info Class Code 17205 - LEG210 **Record Class Name** Copyrights, Trademarks, and Patents - Patent Registration and Management

Official Retention Period ACT+6

Record Description Records related to U.S. patents of products and processes held by Honeywell.

Record Type Examples	Override Info Class Label
Correspondence	
Patent Registration	
Trademarks	
Documentation of Payment of Maintenance Fees	
Investigations of Prior Art	

Record Retention Schedule



Business Function: 18 Goods and Services Creation and Management
Description : The construction, manufacturing, administration, and/or management of goods, structures, facilities, common resources, services, etc.

Business Task: 061 Goods and Services Production
Description : Supports the design, creation, and production of organizational goods and services.

Info Class Label: Restricted - Confidentiality or Integrity High

Record Class Details:

Info Class Code 18061 - ENG100 **Record Class Name** Contract Progress Reports
Official Retention Period ACT+7
Record Description Records related to Honeywell's contract progress reports.

Record Type Examples	Override Info Class Label
Formulas, Engineering and Technical	
Site Drawings	
Designs	
Design Review, Minutes	
Data Books (including Site Records of Environmental Clean-up)	
Contractually Required Data and Documents	
Earned Value Management System (EVMS) Reports	
Design Manuals	
Contract Progress Reports	

Record Class Details:

Info Class Code 18061 - ENG110 **Record Class Name** Inspection Reports - Engineering
Official Retention Period ACT+10
Record Description Records relating to Honeywell's engineering inspection reports. Including plant start-up documentation and non-destructive testing records.

Record Type Examples	Override Info Class Label
Non Destructive Testing - Plant	
Production and Traffic Records	
Test Certificates (Railcar)	
Repair Logs (Railcar)	
Non Destructive Testing - Customer	
Regulated Repairs (Railcar)	
Maintenance Records (Railcar)	
Bad Orders (Railcar)	
Reports to Association of American Railroads (AAR)	
Plant Start-Up	

Record Class Details:

Info Class Code 18061 - ENG130 **Record Class Name** Product Definition, Design and Specification
Official Retention Period IND
Record Description Records related to the development of Honeywell products. Includes records created to initiate new product design and specification information, research and development records that may or may not result in actual product development. Also includes testing done by contract testing facilities, and records related to changes in product design after release to production. These records are used to identify the design change history and include qualifying documents that substantiate the changes.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Acceptance Test Procedures and Results	
Test Data	
Yield Estimates	
Strategic Research Program Reports (R&D)	
Technical Meeting Minutes	
Documentation of Certification Requirements	
Gate Reviews	
Experiment Records	
Electronic Data (Power Point Presentations)	
Product Specifications	
Engineering Orders	
Change Review Documents	
Layout Drawings	
Documentation of Agency, Organization, or OEM Cert	
Candidate Data Submission Packages	
Engineering Change Notifications	
Project Final Reports (R&D)	
Spare Kits	
Engineering Packages	
New Project Spreadsheets (Products)	
Project Files (Products)	
Catalyst Commercialization Reports/Recommended Operation	
Additive Product Performance Testing	
Engineering Log Books	
Design Reports	
Engineering Reports	
Technical Publications Approval	
Test Instructions	
Project Data Summaries (R&D)	
Published Papers	
Process Operations Summary Sheets	
Design Review Records	
Materials and Process Documentation	
Design Change Test Records	
Formulas, Engineering and Technical Documentation	
Test and Design Data	
Designs	
Patent Disclosures	
Monthly Reports	
Internal Presentations	
Green / Black Belt Report	
Engineering Project Files	
Engineering Drawings	
Pilot Plant Run Data	
Quick Engine Change Kits	
Product Memos	
Customer Requirements (Manufacturing Engineering)	
Product Service Bulletins	
Product Reports	
Bill of Materials (Engineering)	
Automated Blueprint Crib	
Computer Aided Design (CAD) Data	
Engineering Work in Process	
Product Definitions	
Technical Specification	
Engineering Work Orders	
Supporting Financial Information and Data (Products)	
Producibility Studies	
Product Drawings	

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Record Retention Schedule



Engineers' Files
Illustrated Plans
Lessons Learned (Producibility)
Technical Progress Reports
Correspondence (Products)
Customer Specifications
Communications (Products)
Engineering Change Orders (ECO's)
Engineering Change Requests (ECR'S)
Marked-up and Revised Drawings and Schematics
Revised Material Requirements
Revised Specifications and Formulas
Supporting Documentation
Product Status Reports
Parts List (Engineering)
Product Data Management System
Discrepancy Reports (Engineering)
Technical Information Requests
Shippers and Shipping Labels
Software Revisions and Upgrades
Product Analyses

Record Class Details:

Info Class Code 18061 - LEG130 **Record Class Name** Contracts and Agreements - General Contracts

Official Retention Period ACT+7

Record Description Records related to obligations under contracts, leases, and other agreements between Honeywell and outside parties. Includes contracts and agreements not covered elsewhere, such as Partnership and Participation Agreements and Re-Engineering Agreements.

Record Type Examples	Override Info Class Label
Supporting Documentation	
Business Agreements	
Memos of Understanding	
Partnership / Participation Agreements	
Contracts	
Subcontractor Agreements	
Re-Engineering Agreements	
Travel-related Agreements	
Consultant / Contractor Agreements	
General / Commercial Contracts	
Discontinued Program Records	
Amendments	
Negotiations	

Record Class Details:

Info Class Code 18061 - LEG140 **Record Class Name** Contracts and Agreements - Government Contract Compliance

Official Retention Period IND

Record Description Records related to obligations under contracts, leases and other agreements between Honeywell and government agencies. Includes contract support documents, pricing rates, disclosure statements, forecast proposals as well as vendor invoices, ledgers and cash disbursements relating to work being completed.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Progress Reports and Payments - Government Contract Compliance	
Contract Support Documents - Government Contract Compliance	
Vendor Invoices, Ledgers, Cash Disbursements, and all Pertinent Supporting Documents - Government Contract Compliance	
Incurred Cost Proposals and Submissions - Government Contract Compliance	
Forecast Proposals - Government Contract Compliance	
Disclosure Statements - Government Contract Compliance	
Travel & Expense Supporting Documentation - Government Contract Compliance	
Special Government Reviews - Government Contract Compliance	
Training - Government Contract Compliance	
Rate Settlement Agreements - Government Contract Compliance	
Audit Support - Data Provided - Government Contract Compliance	
Rate Surveillance - Government Contract Compliance	
Claims - Government Contract Compliance	
Data Disclosures - Government Contract Compliance	
Restructuring Proposals/Agreements/Documentation - Government Contract Compliance	
Advance Agreements - Government Contract Compliance	
Forward Pricing Documentation - Government Contract Compliance	
Forward Pricing Rates and Agreements - Government Contract Compliance	
Allowability Studies - Government Contract Compliance	

Record Class Details:

Info Class Code 18061 - LEG240 Record Class Name Government Contracting
 Official Retention Period ACT+7
 Record Description Records relating to Honeywell contracts with government.

Record Type Examples	Override Info Class Label
Incurred Cost Proposals	
Forecast Proposals	
Disclosure Statements	
Contract Support Documents	

Record Class Details:

Info Class Code 18061 - MAN170 Record Class Name Shipment of Samples
 Official Retention Period 5
 Record Description Records that document the shipment of quality samples.

Record Type Examples	Override Info Class Label
Sample Shipment Documentation	

Business Task: 096 Construction

Description : Construction involves all programs and activities in which the organization builds or constructs facilities, roads, dams, etc.

Info Class Label: Internal

Record Class Details:

Info Class Code 18096 - FAC100 Record Class Name Design and Construction
 Official Retention Period ACT+7

Record Description Records related to the design and construction of Honeywell's facilities, corporate offices, and field offices. Includes design documents such as drawings, blueprints, construction reports, and construction testing records. Includes design and construction of monitoring and control systems. Excludes environmental testing records.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Facilities Requests (Design and Constructions)	
Building Specifications (Originals)	
Tenant Improvements Design and Construction	
Building Permit Documentation	
Process Design for Construction (Design and Constructions)	
Plant Start-Up Documentation	
Design Engineering Documents (Design and Constructions)	
Blueprints (Design and Constructions)	
Drawings/Drawing Record Books (Design and Constructions)	
Construction Reports (Design and Constructions)	
As-Built (Design and Constructions)	
Price Estimates (Design and Constructions)	

Business Task: 097 Facilities and Infrastructure Management

Description: Facilities and Infrastructure Management involves the management and maintenance of organizational-owned capital goods and resources (natural or otherwise) on behalf of its clients, usually with benefits to the community at large as well as to the direct user.

Info Class Label: Internal

Record Class Details:

Info Class Code 18097 - FAC120 **Record Class Name** Maintenance, Repair, and Inspection

Official Retention Period ACT+3

Record Description Records related to repair and general maintenance of facilities and equipment. Includes routine maintenance, repair and inspection.

Record Type Examples	Override Info Class Label
Preventive Maintenance	
Occupancy Report	
Telephone Closet Wiring Diagrams	
Building Inspections and Reports	
Work Orders	
Maintenance Billing Report	
Building Operation / Test Reports	
Meter Readings, Applications	
Repair Records	
Equipment History	
OSHA Certificates (Maintenance)	
Maintenance Records	
Facility Work Orders (Routine)	

Business Task: 201 Business Development and Customer Relationship Management

Description: The activities involved in the development of Honeywell business relationships, including the administration of RFI / RFP / RFQ processes.

Info Class Label: Internal

Record Class Details:

Info Class Code 18201 - SAL120 **Record Class Name** Client Presentations

Official Retention Period ACT+1

Record Description Records related to presentations given to clients, used to communicate ideas or completed project work.

Record Type Examples	Override Info Class Label
Status Reports (Client)	
Presentations (Client)	

Record Class Details:

Info Class Code 18201 - SAL130 **Record Class Name** Contracts - Proposed

Official Retention Period ACT+7

Record Description Records relating to bids, proposals, cost estimating and related documentation.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Defective Pricing Records	
Bids and Proposals	
Export Licenses	
Compliance Records (International Traffic and Arms)	

Record Class Details:

Info Class Code 18201 - SAL140 Record Class Name Customer Meeting Records

Official Retention Period 6

Record Description Records documenting visits to customer sites, including meeting notes and action items.

Record Type Examples	Override Info Class Label
Customer Contracts and Review Records	
Customer Specifications and Revisions	
Customer Meeting Records	
Customer Action Items	
Trip Reports	
Customer Lists	

Record Class Details:

Info Class Code 18201 - SAL150 Record Class Name Customer Relations

Official Retention Period ACT+7

Record Description Records related to customer issues and business dealings and the actions taken by Honeywell.

Record Type Examples	Override Info Class Label
Customer Complaints	
Service Alerts	
Customer Satisfaction Surveys	
Call Center Performance Evaluations	
Customer Profiles	
Customer Correspondence	
Change of Address Forms	
Questionnaires	

Record Class Details:

Info Class Code 18201 - SAL190 Record Class Name Product Pricing

Official Retention Period ACT+7

Record Description Records documenting pricing of services and products for sale to customers. Includes price lists and schedules.

Record Type Examples	Override Info Class Label
Company Sheets and Catalogs	
Pricing Schedules	
Books Lists	
Product Pricing	
Product Code Documentation	
Price Adjustments and Estimates	
Price Product Development	
Price Analysis	

Record Class Details:

Info Class Code 18201 - SAL200 Record Class Name Sales Proposals

Official Retention Period ACT+7

Record Description Records related to Requests for Information, Requests for Proposal, Requests for Quote, and other submitted proposals to prospective customers by Honeywell. These records support the process of RFI/RFP/RFQ response including copies of original customer request, supporting documents, final proposals, and pricing models. Also includes sales proposals submitted to the Government.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Sales Proposals	
Requests for Quote (Sales Proposals)	
Requests for Information (Sales Proposals)	
Requests for Proposal (Sales Proposals)	

Record Class Details:

Info Class Code 18201 - SAL210 Record Class Name Sales Reporting and Analysis
 Official Retention Period MAX3
 Record Description Reports detailing sales activity for a particular period of time.

Record Type Examples	Override Info Class Label
Business Development Records	
Periodic Sales Reports	
Sales Call Reports	
Activity Reports	
Sales Territory Lists	

Record Class Details:

Info Class Code 18201 - SAL220 Record Class Name Sales Reports
 Official Retention Period MAX3
 Record Description Records related to the review and management of the sales function.

Record Type Examples	Override Info Class Label
Sales Distributors	
Sales Status Reports	
Access Requests	
Sales Forecasts	
Sales Journals	
Sales Expenses	
Market Development Fund Applications	
Sales Performance Tracking	
Business Partner Applications	
Revenue Reports	

Business Task: 207 Department Management and Administration

Description : Department Management and Administration involves general department management functions and tasks.

Info Class Label: Internal

Record Class Details:

Info Class Code 09207 - ADM100 Record Class Name Administration
 Official Retention Period 3

Record Description Records documenting business unit administration activities. Includes administrative records such as departmental correspondence and desk calendars. Includes internal service records such as reproduction, graphics, mail, messenger, computer support and housekeeping. Includes records related to the transfer of company records to off-site storage.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Mall Operations/Administration	
Supplies Administration	
Equipment Instructions/Service	
Cafeteria Administration	
Associations/Memberships	
Agenda/Schedules	
Chronological Files	
Calendar Books	
Administrative Files	
Objectives - Administrative	
Records Transmittals	
Administration Committee Meetings/Minutes	
Calendars	
Departmental Correspondence	
Warranties on Purchased Products	
Expense/Budget Statements (Departmental)	

Record Class Details:

Info Class Code 09207 - ADM130 Record Class Name Reference Materials - General Reference

Official Retention Period ACT

Record Description Records used specifically for reference purposes, such as copies of periodical articles, legislative materials, related project materials.

Record Type Examples	Override Info Class Label
Reference Materials	
Library	
Reference Articles	
Subject Correspondence	
Books Informational and Technical	
Management Articles	
Newsletter (The Investor)	

Record Class Details:

Info Class Code 18207 - ENG160 Record Class Name Reference Materials

Official Retention Period ACT

Record Description Documents kept for reference or business purposes.

Record Type Examples	Override Info Class Label
System and Procedure Manuals	
Newsletters	
Information Manuals	
Engineering Literature	
Vendor Reference Materials, including Proposals, Pricing and Brochures	
Clipping Services	

Record Retention Schedule



Business Function: 19 Credit and Insurance

Description :

Credit and Insurance involves the use of organizational funds to cover the subsidy cost of a direct loan or loan guarantee or to protect/indemnify clients from financial losses.

Business Task: 100 General Insurance

Description :

General Insurance involves providing protection to individuals or entities against specified risks.

Info Class Label: Internal

Record Class Details:

Info Class Code 19100 - CRM100 **Record Class Name** All Other Claims

Official Retention Period 6

Record Description Records related to all other claims. Directors & Officers, Fiduciary, Fidelity, Aviation, and Marine Cargo.

Record Type Examples	Override Info Class Label
Correspondence	
All Other Claim Records	
Settlement Documents	
Claims	

Record Class Details:

Info Class Code 19100 - CRM110 **Record Class Name** Corporate Risk Management Analysis

Official Retention Period MAX3

Record Description Records related to special studies, outside organization participation, brokers, loss adjusters, underwriters, inspections, valuations, loss potentials, and tax matters relating to Corporate Risk Management. Includes reports, and insurance-related materials. Does not include insurance policies.

Record Type Examples	Override Info Class Label
Loss Runs	
Reference Materials	
Engineering/Inspection Reports	
Actuarial Reports	
Correspondence	

Record Class Details:

Info Class Code 19100 - CRM115 **Record Class Name** Captive Insurance Company

Official Retention Period IND

Record Description Documents related to the Captive insurance companies owned by Honeywell and/or our acquisitions and divestitures.

Record Type Examples	Override Info Class Label
Correspondence	
Financial Reports	
Board Meetings	
Tax Dept Correspondence	
Filings	
Policies	

Record Class Details:

Info Class Code 19100 - CRM120 **Record Class Name** Insurance Claims - Liability Claims

Official Retention Period ACT+7

Record Description Records related to claims filed for a wide variety of liability exposures. These exposures could include liability arising out of accidents resulting from the premises or the operations, products sold, operations completed by the insured, and contractual liability.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Notification of Claim	
Settlement Documents	
Correspondence	
Claim Documents	

Record Class Details:

Info Class Code 19100 - CRM125 Record Class Name Evidence of Insurance

Official Retention Period 6

Record Description Records relating to evidence of insurance in the form of insurance certificates and/or Memorandum of Insurance (MOI) for all types of coverage.

Record Type Examples	Override Info Class Label
Insurance Certificates	
Memorandum of Insurance (MOI)	
Certificate Requests	
Correspondence	
Related Contracts	

Record Class Details:

Info Class Code 19100 - CRM130 Record Class Name Insurance Claims - Property Claims

Official Retention Period ACT+7

Record Description Records related to claims filed for physical damage or loss of property or the loss of the property's income producing abilities.

Record Type Examples	Override Info Class Label
Replacement Value Reports	
Correspondence	
Loss Control Reports	
Insurance Claims	
Insurable Value Reports, Schedules	

Record Class Details:

Info Class Code 19100 - CRM140 Record Class Name Insurance Claims - Workers' Compensation Claims

Official Retention Period ACT+7

Record Description Records related to worker's compensation claims filed for on-the-job accidents. Includes claim records retained based on state statutory compliance, as well as records documenting claim information and financial history, including reserves and payments.

Record Type Examples	Override Info Class Label
Vocational Rehabilitation Plans and Assessments	
Claimant-Specific Job Analysis	
Claim Settlement Agreements	
Doctors Reports	
Employee Injury Claims	
Proof of Correspondence/Communications	
Employee Injury Reports	
Attorney Correspondence	

Record Class Details:

Info Class Code 19100 - CRM150 Record Class Name Insurance Policies - Surety Bonds

Official Retention Period ACT+7

Record Description Bonds posted to indemnify against the failure to perform specified terms and conditions.

Record Retention Schedule



Record Type Examples	Override Info Class Label
Proof of Payment (Surety Bonds)	
Indemnification Documents	
Correspondence with Broker	
Surety Bonds	

Record Class Details:

Info Class Code 19100 - CRM160 **Record Class Name** Corporate Risk Management Analysis - Insurance Policies / Placements, Renewals

Official Retention Period IND

Record Description Records relating to the renewal or placement of insurance policies, documentation collected in support of said renewal and placement, documentation provided to brokers and/or third parties. Excludes employee medical and life insurance policies.

Record Type Examples	Override Info Class Label
Insurance Policies	
Correspondence Relating to Renewal	
Quotations and Renewal Data	
Correspondence with Brokers and Insurers	
Underwriting Information and Specifications	

Record Class Details:

Info Class Code 19100 - CRM170 **Record Class Name** Corporate Risk Management Analysis - Self-Insurance

Official Retention Period IND

Record Description Records related to certification programs for Workers' Compensation. Includes underwriting data, policies, amendments, riders and proofs of payment.

Record Type Examples	Override Info Class Label
Policies	
Accruals	
Allocations	
Metrics	
Self Insurance Program(s)	